

User Manual

SharePoint Farm Reporter



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1 About SharePoint Farm Reporter

SharePoint Reports generated using Vyapin's **SharePoint Farm Reporter** (formerly known as ARK for SharePoint 2010 / 2007) provides you a comprehensive SharePoint reporting solution, covering all aspects of Microsoft SharePoint Server 2010, Microsoft SharePoint Foundation 2010, Microsoft Office SharePoint Server 2007 & Windows SharePoint Services 3.0 collaboration platform.

Our SharePoint reporting software presents insights into events and activities that take place in SharePoint farms on a day-to-day basis and collates them as useful information for SharePoint Administrators, Site Administrators and Site Content Owners to take action.

SharePoint Farm Reporter can help you analyze SharePoint farm events and activities from audit, usage, security, policy, & configuration changes perspective.

- View more than 90 out-of-the-box SharePoint reports across your server farm.
- Address your SharePoint internal audit and compliance needs such as HIPAA and SOX using the Audit & Compliance Reports. The SharePoint audit reports provide SharePoint Administrators a meaningful picture of what actions have occurred in SharePoint.
- Secure your SharePoint infrastructure with the built-in SharePoint Security Reports and take complete control. The SharePoint security reports provide a clear picture of how SharePoint security is currently configured and the permissions / rights granted for users & groups on various objects.
- Analyze your SharePoint usage and track user activity with the detailed Usage Reports.
- View and Tweak your SharePoint configuration parameters for better control and performance using the in-depth Configuration Reports.
- Enforce internal business process policies to control how information is managed in SharePoint using the Policy Reports.

1.1 Audit and Compliance Reports

SharePoint Farm Reporter provides the following built-in reports in the audit and compliance reports category:

Report Name	Description	Fields
Audit Checked-In Items	Audit report displays the list items checked-in in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Occurred, Performed By
Audit Checked-Out Items	Audit report displays the list items checked-out in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Occurred, Performed By
Audit Copied Items	Audit report displays the list items that are copied to another location in the last 'N' days or for the given date range	SharePoint 2007: Web URL, Web Title, List Name, Source URL, Destination URL, Item Type, Item Name, Item Occurred, Performed By SharePoint 2010: Web URL, Web Title, List Name, Source URL, Source Item Name, Destination URL, Destination Item Name, Occurred, Performed By
Audit Custom Events	Audit report displays information about the custom events occurred in the list items including changes in workflow settings in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Event Name, Event Data, Occurred, Performed By, Performed By ID
Audit Deleted Lists	Audit report displays the deleted lists in each site in the last 'N' days or for the given date range	Web URL, Web Title, List URL, Occurred, Performed By
Audit Deleted Sites	Audit report displays the deleted sites in the last 'N' days or for the given date range	Web URL, Web Title, Site Name, Occurred, Performed By

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Audit Group Member Changes	Audit report displays the list of newly added/deleted members in a Group in the last 'N' days or for the given date range	Web URL, Web Title, Action Performed, User Name, Group Name, Occurred, Performed By
Audit Item Actions	Audit report displays the list of created, deleted , and updated in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Action, Occurred, Performed By
Audit Log Trimming (SharePoint 2010 only)	Audit report displays the audit events that are deleted from SharePoint Database in the last 'N' days events that are deleted from SharePoint Database in the last 'N' days or for the given date range	Web URL, Web Title, Number of Rows Deleted, Date Last Deleted, Occurred, Performed By, Performed By ID
Audit Page Visits	Audit report displays the web pages visited in each site in the last 'N' days or for the given date range	Web URL, Web Title, Page URL, Occurred, Performed By
Audit Permission Changes	Audit report displays the permission changes performed in Groups/Users in each site in the last 'N' days or for the given date range	Audit URL, Event , Group/Users ID, Groups/Users, Old Permission, New Permission, Changes in Permission, Occurred, Performed By
Audit Permission Level Changes	Audit report displays permission levels changed in each site in the last 'N' days or for the given date range	Web URL, Web Title, Event, Permission Level ID, Permission Level, Old Base Permissions, New Base Permissions, Occurred, Performed By
Audit Profile Changed	Audit report displays the changes details about the content types in the connected list in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Content Type Name, Group Name, Performed On, Performed By
Audit Renamed Items	Audit report displays the list items that are renamed in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Old Name, New Name, Occurred, Performed By
Audit Restored Items	Audit report displays the list of items that are restored from the Recycle Bin in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Occurred, Performed By
Audit Search	Audit report displays the search queries and scope used in each site in the last	Web URL, Web Title, Query, Search Scope, Occurred, Performed By

CHAPTER-1-About SharePoint Farm Reporter

	'N' days or for the given date range	
Audit Settings Changes	Audit report displays information about the audit settings changed in the site collection in the last 'N' days or for the given date range in the site collection in the last 'N' days or for the given date range	Web URL, Web Title, Old Settings, New Settings, Occurred, Performed By, Performed By ID
Audit Visited Items	Audit report displays the list items visited in the last 'N' days or for the given date range or for the given date range	Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Occurred, Performed By, Display Name, Full Name, Designation, Company Name
Checked Out Documents (Library only)	Displays the list of documents that are checked out in a library	Web URL, Web Title, Item URL, Created By, Created Date, Size (in MB), Checked Out By, Checked Out Date, Check Out Status
Farm Features	Displays farm activated features and its dependency details	Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden, Version
Last Deleted Items	Displays the list of items that are Deleted in last 'N' days or for the given date range	Web URL, Web Title, Item URL, Item Name, Deleted By - User Name, Deleted By - Display Name, Deleted Date, Created By - User Name, Created Date, Last Modified By - User Name, Last Modified Date, Size (in MB)
Last Modified Items	Displays the list of items that are Modified in last 'N' days or for the given date range	Web URL, Web Title, Item URL, Item Name, Modified By - User Name, Modified By - Display Name, Modified Date, Size (in MB))
Newly Added Items	Displays the list of items that are created in last 'N' days or for the given date range	Web URL, Web Title, Item URL, Item Name, Created By - User Name, Created By - Display Name, Created Date, Size (in MB)
Sandboxed Solutions (SharePoint-2010 Only)	Displays the solution's resource usage and its status details	Web Application, Site Collection URL, Solution Name, Solution Id, Solution Status, Total Average Resource Usage(Last 14 days), Total Current Resource Usage(Today)



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Site Collection Features	Displays information about activated features and its dependency details in site collections	Web Application, Site URL, Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden
Site Features	Displays information about activated features and its dependency details in each site	Web URL, Web Title, Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden
Web Application Features	Displays information about activated features and its dependency details for all web applications	Web Application, Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden
Web Application User Permissions	Displays user permissions defined for each web application	Web Application, User Permissions
Web Part Pages Security	Displays security information for web parts and web part pages in each web application	Web application, Allow Web Parts To Communicate, Allow Access To Web Part Catalog

Audit Checked-In Items

Report Category: Audit and Compliance Reports

{Audit Checked-In Items} displays the list items checked-in in the last 'N' days. This report displays the following information: {Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Occurred, and Performed By}.

To generate report for given date range,  click button and enter Start date and End date. After entering Start date and End date, click  button.

Quick Reports Power Reports Custom Reports Quick Filter Custom View Find Refresh Publish Export E-mail Print Preview

Report: Audit Checked-In Items URL: http://rd24:8000/

Scope: All lists in the connected site and its sub- Group by: Web URL Date range: Last 30 days

Web URL	Web Title	List Name	Item URL	Item Type	Item Name	Occurred	Performed By
http://rd24:8000	firstsitecoll	sales force management	sales force management/out/1	Document	NA	8/3/2012 3:33:16 PM	YSSLAB\yuan
						8/3/2012 3:34:33 PM	YSSLAB\yuan
						8/3/2012 3:36:02 PM	YSSLAB\yuan
						8/3/2012 3:42:28 PM	YSSLAB\yuan
						8/3/2012 3:49:01 PM	YSSLAB\yuan
						8/3/2012 3:50:57 PM	YSSLAB\yuan
						8/3/2012 3:51:48 PM	YSSLAB\yuan
						8/3/2012 3:53:58 PM	YSSLAB\yuan
						8/3/2012 3:57:35 PM	YSSLAB\yuan
						8/3/2012 3:58:40 PM	YSSLAB\yuan



Number of rows: 42

CHAPTER-1-About SharePoint Farm Reporter

Audit Checked-Out Items

Report Category: Audit and Compliance Reports

{Audit Checked-Out Items} displays the list items checked-out in the last 'N' days or for the given date range. This report displays the following information: {Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Occurred, and Performed By}.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.

Quick Reports

Power Reports

Custom Reports

Quick Filter

Custom View

Find

Refresh

Publish

Export

E-mail

Print Preview

Report: Audit Checked-Out Items

URL: http://rd21:8001/

Scope: All lists in the connected site and its sub-

Group by: Web URL

Date range: Last 30 days

Web URL	Web Title	List Name	Item URL	Item Type	Item Name	Occurred	Performed By
http://rd21:8001	firstsitecoll	BulkLib Migrate	BulkLib Migrate/1MB Averag	Document	sample_metadata.xlsx	6/18/2012 5:07:03 PM	SHAREPOINT\system
						6/18/2012 5:08:55 PM	SHAREPOINT\system
		Shared Documents	Shared Documents/Audit Ch	Document	Audit Checked-In Items	6/22/2012 6:47:15 PM	SHAREPOINT\system
			Shared Documents/Audit Cu	Document	Audit Custom Events 2	6/22/2012 6:47:15 PM	SHAREPOINT\system
			Shared Documents/Audit Cu	Document	Audit Custom Events 2	6/22/2012 6:47:15 PM	SHAREPOINT\system
			Shared Documents/Audit Ev	Document	Audit Events Behavior.	6/22/2012 6:47:15 PM	SHAREPOINT\system
			Shared Documents/Audit Lc	Document	Audit Log Trimming 20	6/22/2012 6:47:15 PM	SHAREPOINT\system
			Shared Documents/Audit Lc	Document	Audit Log Trimming 20	6/22/2012 6:47:15 PM	SHAREPOINT\system
			Shared Documents/Audit Pe	Document	Audit Permission Level	6/22/2012 6:47:15 PM	SHAREPOINT\system
			Shared Documents/Content	Document	Content_modifications	6/16/2012 11:23:46 AM	SHAREPOINT\system
						6/22/2012 6:47:16 PM	SHAREPOINT\system



Number of rows: 11

Audit Copied Items

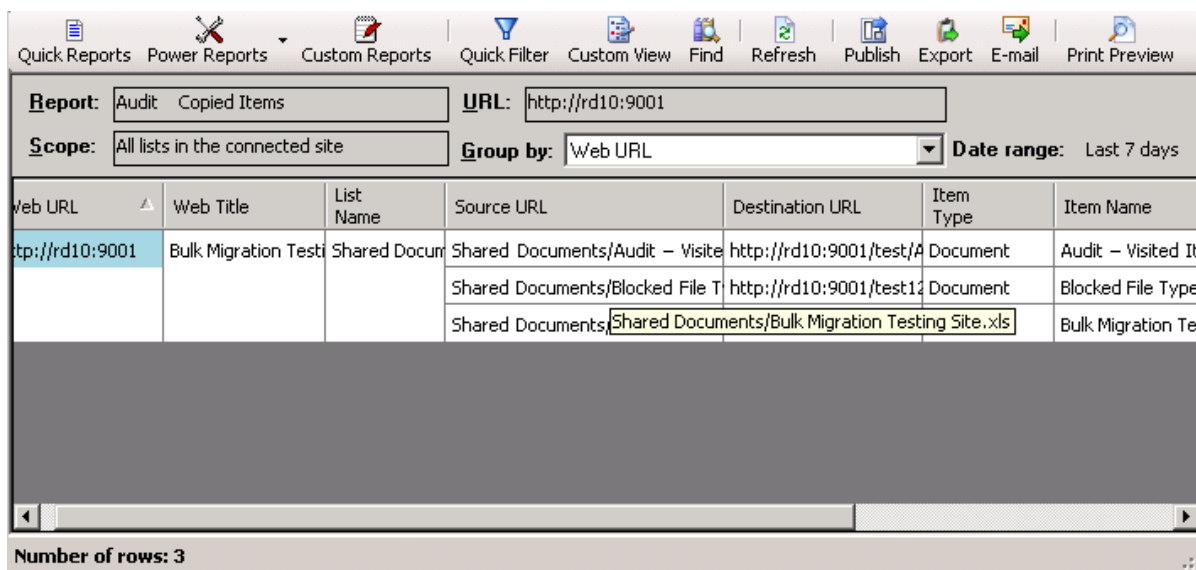
Report Category: Audit and Compliance Reports

Audit Copied Items} displays the list items that are copied to another location in the last 'N' days or for the given date range. This report displays the following information:

SharePoint 2007: {Web URL, Web Title, List Name, Source URL, Destination URL, Item Type, Item Name, Item Occurred, Performed By}.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.

CHAPTER-1-About SharePoint Farm Reporter

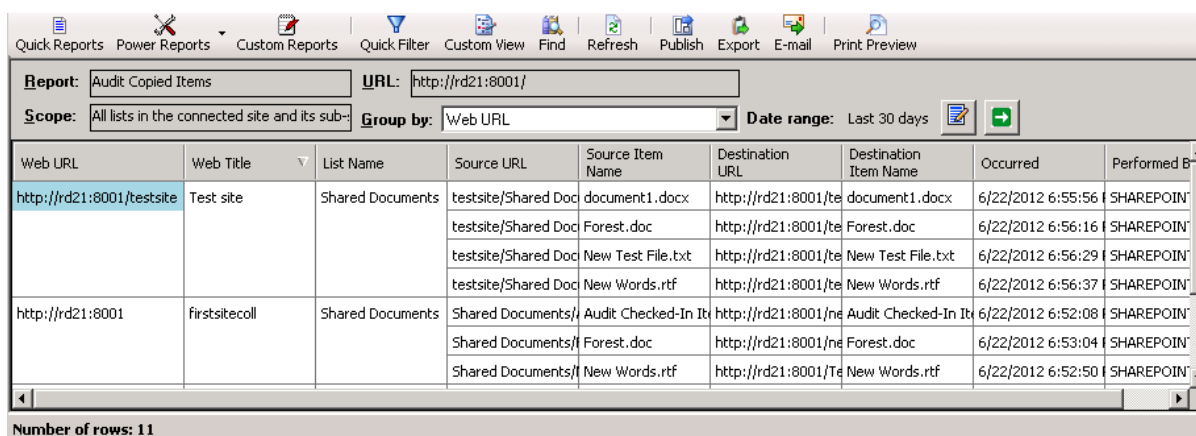


The screenshot shows the SharePoint Farm Reporter interface. At the top, there is a toolbar with icons for Quick Reports, Power Reports, Custom Reports, Quick Filter, Custom View, Find, Refresh, Publish, Export, E-mail, and Print Preview. Below the toolbar, the 'Report' dropdown is set to 'Audit Copied Items'. The 'URL' field contains 'http://rd10:9001'. The 'Scope' dropdown is set to 'All lists in the connected site'. The 'Group by' dropdown is set to 'Web URL'. The 'Date range' is set to 'Last 7 days'. The main table displays the following data:

Web URL	Web Title	List Name	Source URL	Destination URL	Item Type	Item Name
http://rd10:9001	Bulk Migration Test	Shared Documents	Shared Documents/Audit - Visited	http://rd10:9001/test/Audit - Visited	Document	Audit - Visited Item
			Shared Documents/Blocked File Type	http://rd10:9001/test/Blocked File Type	Document	Blocked File Type
			Shared Documents/Bulk Migration Testing Site.xls			Bulk Migration Test

Number of rows: 3

SharePoint 2010: {Web URL, Web Title, List Name, Source URL, Source Item Name, Destination URL, Destination Item Name, Occurred, Performed By}.



The screenshot shows the SharePoint Farm Reporter interface. At the top, there is a toolbar with icons for Quick Reports, Power Reports, Custom Reports, Quick Filter, Custom View, Find, Refresh, Publish, Export, E-mail, and Print Preview. Below the toolbar, the 'Report' dropdown is set to 'Audit Copied Items'. The 'URL' field contains 'http://rd21:8001/'. The 'Scope' dropdown is set to 'All lists in the connected site and its sub-sites'. The 'Group by' dropdown is set to 'Web URL'. The 'Date range' is set to 'Last 30 days'. The main table displays the following data:



Web URL	Web Title	List Name	Source URL	Source Item Name	Destination URL	Destination Item Name	Occurred	Performed By
http://rd21:8001/testsite	Test site	Shared Documents	testsite/Shared Documents/document1.docx	document1.docx	http://rd21:8001/testsite/document1.docx	document1.docx	6/22/2012 6:55:56	SHAREPOINT
			testsite/Shared Documents/Forest.doc	Forest.doc	http://rd21:8001/testsite/Forest.doc	Forest.doc	6/22/2012 6:56:16	SHAREPOINT
			testsite/Shared Documents/New Test File.txt	New Test File.txt	http://rd21:8001/testsite/New Test File.txt	New Test File.txt	6/22/2012 6:56:29	SHAREPOINT
			testsite/Shared Documents/New Words.rtf	New Words.rtf	http://rd21:8001/testsite/New Words.rtf	New Words.rtf	6/22/2012 6:56:37	SHAREPOINT
http://rd21:8001	firstsitecoll	Shared Documents	Shared Documents/Audit Checked-In Item	Audit Checked-In Item	http://rd21:8001/firstsitecoll/Audit Checked-In Item	Audit Checked-In Item	6/22/2012 6:52:08	SHAREPOINT
			Shared Documents/Forest.doc	Forest.doc	http://rd21:8001/firstsitecoll/Forest.doc	Forest.doc	6/22/2012 6:53:04	SHAREPOINT
			Shared Documents/New Words.rtf	New Words.rtf	http://rd21:8001/firstsitecoll/New Words.rtf	New Words.rtf	6/22/2012 6:52:50	SHAREPOINT

Number of rows: 11

Audit Custom Events

Report Category: Audit and Compliance Reports

{Audit Custom Events} displays information about the custom events occurred in the list items including changes in workflow settings in the last 'N' days or for the given date range. This report displays the following information: **{Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Event Name, Event Data, Occurred, Performed By, Performed By ID}**.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.

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Quick Reports Power Reports Custom Reports Quick Filter Custom View Find Refresh Publish Export E-mail Print Preview

Report: Audit Custom Events

URL: http://rd21:8001/

Scope: All lists in the connected site and its sub-

Group by: Web URL

Date range: Last 30 days



Web URL	Web Title	List Name	Item URL	Item Type	Item Name	Event Name	Event Data	Occurred	Performed By	Performed By ID
http://rd21:8001	firstsitecoll	BulkLib Migrate	BulkLib Migrate/What's	Document	NA	Item Disposition Approved	<ApprovedBy>SHAR	6/15/2012 2:	SHAREPOINT\system	1073741823
		Shared Documents	Shared Documents/w	Document	print-button.png	Item Disposition Approved	<ApprovedBy>SHAR	6/18/2012 4:	SHAREPOINT\system	1073741823
			Shared Documents/w	Document	arksp-iis-log-files	Item Disposition Approved	<ApprovedBy>SHAR	6/18/2012 4:	SHAREPOINT\system	1073741823
		Tasks	Lists/Tasks/WF Folder	ListItem	F1	Item Disposition Approved	<ApprovedBy>SHAR	6/18/2012 4:	SHAREPOINT\system	1073741823
			Lists/Tasks/WF Folder	ListItem	Jay	Item Disposition Approved	<ApprovedBy>SHAR	6/18/2012 1:	SHAREPOINT\system	1073741823
		Team Discussion	Lists/Team Discussion	ListItem	NA	Item Disposition Approved	<ApprovedBy>SHAR	6/18/2012 4:	SHAREPOINT\system	1073741823
			Lists/Team Discussion	ListItem	Disposition Apprd	Item Disposition Approved	<ApprovedBy>SHAR	6/18/2012 4:	SHAREPOINT\system	1073741823
		WF List	Lists/WF List/4	ListItem	4	Item Disposition Approved	<ApprovedBy>SHAR	6/19/2012 6:	SHAREPOINT\system	1073741823
			Lists/WF List/f/4_000	ListItem	f1	Item Disposition Approved	<ApprovedBy>SHAR	6/18/2012 1:	SHAREPOINT\system	1073741823
			Lists/WF List/f/ff/7_0	ListItem	r	Item Disposition Approved	<ApprovedBy>SHAR	6/18/2012 1:	SHAREPOINT\system	1073741823

Number of rows: 20

Audit Deleted Lists

Report Category: Audit and Compliance Reports

{Audit Deleted Lists} displays the deleted lists in each site in the last 'N' days or for the given date range. Displays the following information: **{Web URL, Web Title, Deleted List, Occurred, and Performed By}**.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.

Quick Reports

Power Reports

Custom Reports

Quick Filter

Custom View

Find

Refresh

Publish

Export

E-mail

Print Preview

Report:

Audit Deleted Lists

URL:

http://rd21:8001/

Scope:

All sites in web application

Group by:

Web URL

Date range:

Last 30 days

Web URL	Web Title	Deleted List	Occurred	Performed By
http://rd21:8001	firstsitecoll	FS/_catalogs/masterpage	6/19/2012 12:41:26 PM	SHAREPOINT\system
		Lists/Cus List For AUDIT	6/15/2012 7:17:43 PM	SHAREPOINT\system
		TeamSite/Lists/Announcements	6/22/2012 6:59:31 PM	SHAREPOINT\system
		TeamSite/Lists/Team Discussion	6/22/2012 6:59:41 PM	SHAREPOINT\system
		TeamSite/Shared Documents	6/22/2012 6:59:18 PM	SHAREPOINT\system
		Test bulk lib	6/18/2012 6:56:35 PM	SHAREPOINT\system
http://rd21:8001/sites/2sitecoll	Secondsitecoll	sites/2sitecoll/C2	6/16/2012 11:28:42 AM	SHAREPOINT\system

Error



Number of rows: 7

Audit Deleted Sites

Report Category: Audit and Compliance Reports

{Audit Deleted Sites} displays the deleted sites in the last 'N' days or for the given date range. It displays the following information :**{ Web URL, Web Title, Deleted Site, Occurred, and Performed By}**.

CHAPTER-1-About SharePoint Farm Reporter

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.

Quick Reports

Power Reports

Custom Reports

Quick Filter

Custom View

Find

Refresh

Publish

Export

E-mail

Print Preview

Report:

Audit Deleted Sites

URL:

http://rd21:8001/

Scope:

All sites in web application

Group by:

Web URL

Date range:

Last 30 days

Web URL	Web Title	Deleted Site	Occurred	Performed By
http://rd21:8001	firstsitecoll	F5	6/19/2012 12:44:46 PM	SHAREPOINT\system
		TeamSite	6/22/2012 7:00:52 PM	SHAREPOINT\system
		TS	6/16/2012 11:30:53 AM	SHAREPOINT\system
http://rd21:8001/sites/2sitecol	Secondsitecol	sites/2sitecol/TS@	6/16/2012 11:30:59 AM	SHAREPOINT\system



Error

Number of rows: 4

Audit Group Member Changes

Report Category: Audit and Compliance Reports

Audit Group Member Changes} displays the list of newly added/deleted members in a Group in the last 'N' days or for the given date range. It displays the following information: **{Web URL, Web Title, Action Performed, User Name, Group Name, Occurred, and Performed By}**.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.

Quick Reports | Power Reports | Custom Reports | Quick Filter | Custom View | Find | Refresh | Publish | Export | E-mail | Print Preview

Report: Audit Group Member Changes

URL: http://rd21:8001/

Scope: All sites in web application

Group by: Web URL

Date range: Last 30 days

Web URL	Web Title	Action Performed	User Name	Group Name	Occurred	Performed By
http://rd21:8001/sites/2sitecol	Secondsitecol	Group Member Added	SHAREPOINT\system	Secondsitecol Members	6/16/2012 2:48:20 PM	SHAREPOINT\system
			VSSLAB\james	Secondsitecol Members	6/15/2012 2:55:46 PM	SHAREPOINT\system
			VSSLAB\kevin	Secondsitecol Members	6/15/2012 2:55:46 PM	SHAREPOINT\system
		Group Member Deleted	VSSLAB\ken	Secondsitecol Members	6/15/2012 2:56:10 PM	SHAREPOINT\system
http://rd21:8001	firstsitecoll	Group Member Added	VSSLAB\spappool1_sp10	firstsitecoll Owners	6/22/2012 7:03:47 PM	SHAREPOINT\system
			VSSLAB\spappool2_sp10	firstsitecoll Owners	6/22/2012 7:03:47 PM	SHAREPOINT\system
		Group Member Deleted	VSSLAB\spappool2_sp10	firstsitecoll Owners	6/22/2012 7:03:02 PM	SHAREPOINT\system
			VSSLAB\spsitecoladm1_sp	firstsitecoll Owners	6/22/2012 7:03:09 PM	SHAREPOINT\system
			VSSLAB\spappool2_sp10	firstsitecoll Members	6/22/2012 7:02:55 PM	SHAREPOINT\system

Error Number of rows: 13



Audit Item Actions

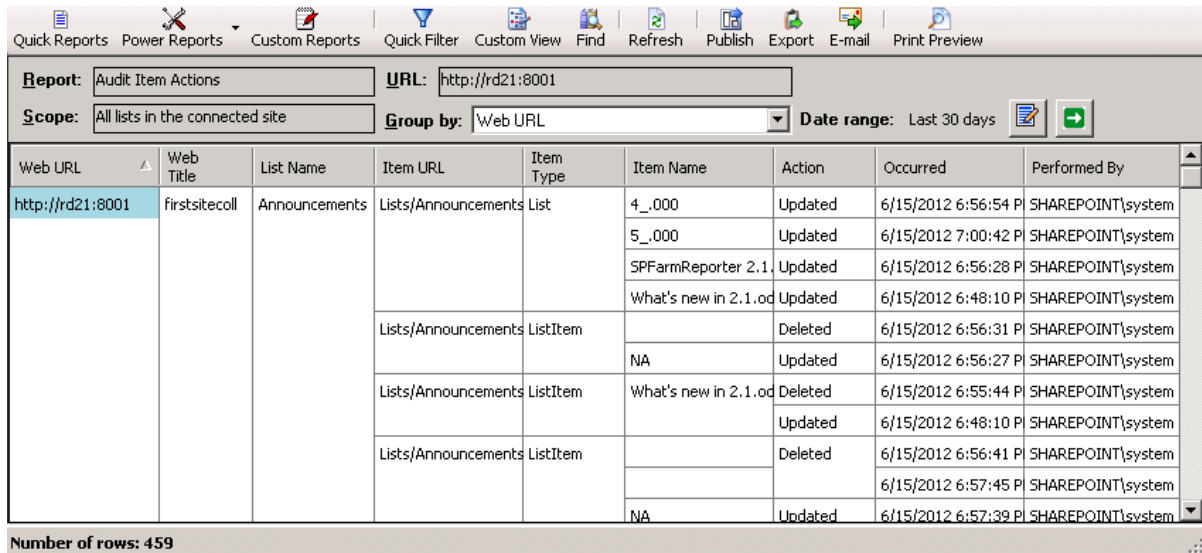
Report Category: Audit and Compliance Reports

Audit Item Actions} displays the list items created, updated, and deleted in the last 'N' days or for the given date range. This report displays the following information: **{Web**



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URL, Web Title, List Name, Item URL, Item Type, Item Name, Action, Occurred, and Performed By}.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.



Quick Reports Power Reports Custom Reports Quick Filter Custom View Find Refresh Publish Export E-mail Print Preview

Report: Audit Item Actions URL: http://rd21:8001
Scope: All lists in the connected site Group by: Web URL Date range: Last 30 days  



Web URL	Web Title	List Name	Item URL	Item Type	Item Name	Action	Occurred	Performed By
http://rd21:8001	firstsitecoll	Announcements	Lists/Announcements	List	4_000	Updated	6/15/2012 6:56:54 P	SHAREPOINT\system
					5_000	Updated	6/15/2012 7:00:42 P	SHAREPOINT\system
					SPFarmReporter 2.1.	Updated	6/15/2012 6:56:28 P	SHAREPOINT\system
					What's new in 2.1.od	Updated	6/15/2012 6:48:10 P	SHAREPOINT\system
		Lists/Announcements	ListItem			Deleted	6/15/2012 6:56:31 P	SHAREPOINT\system
					NA	Updated	6/15/2012 6:56:27 P	SHAREPOINT\system
		Lists/Announcements	ListItem		What's new in 2.1.od	Deleted	6/15/2012 6:55:44 P	SHAREPOINT\system
						Updated	6/15/2012 6:48:10 P	SHAREPOINT\system
		Lists/Announcements	ListItem			Deleted	6/15/2012 6:56:41 P	SHAREPOINT\system
							6/15/2012 6:57:45 P	SHAREPOINT\system
					NA	Updated	6/15/2012 6:57:39 P	SHAREPOINT\system

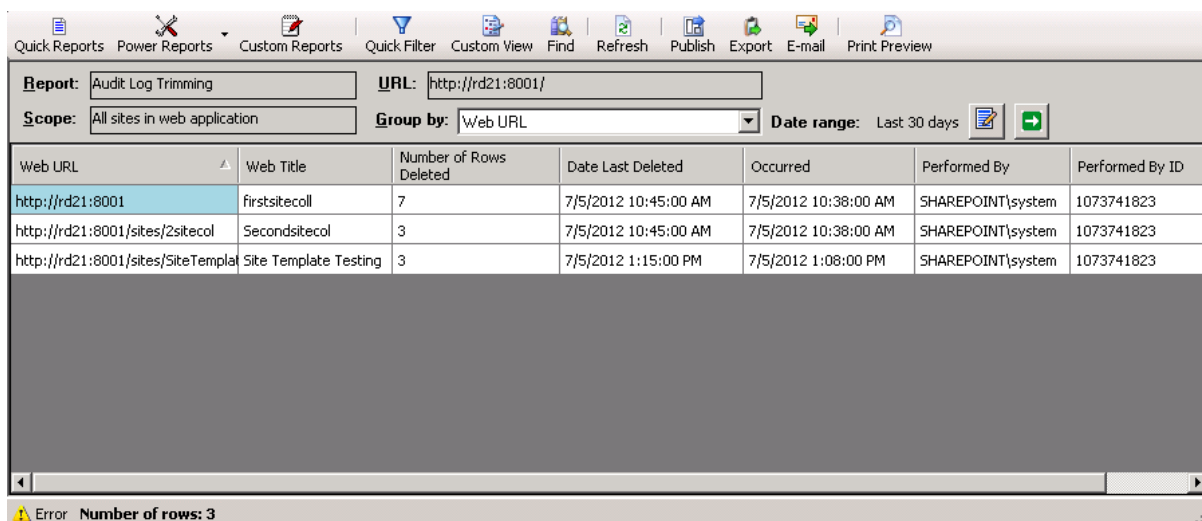
Number of rows: 459

Audit Log Trimming-(SharePoint 2010 only)



Report Category: Audit and Compliance Reports

{Audit Log Trimming} displays the audit events that are deleted from SharePoint Database in the last 'N' days or for the given date range. This report displays the following information: **{Web URL, Web Title, Number of Rows Deleted, Date Last Deleted, Occurred, Performed By, Performed By ID}.**

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.



Quick Reports Power Reports Custom Reports Quick Filter Custom View Find Refresh Publish Export E-mail Print Preview

Report: Audit Log Trimming URL: http://rd21:8001/
Scope: All sites in web application Group by: Web URL Date range: Last 30 days  

Web URL	Web Title	Number of Rows Deleted	Date Last Deleted	Occurred	Performed By	Performed By ID
http://rd21:8001	firstsitecoll	7	7/5/2012 10:45:00 AM	7/5/2012 10:38:00 AM	SHAREPOINT\system	1073741823
http://rd21:8001/sites/2sitecol	Secondsitecol	3	7/5/2012 10:45:00 AM	7/5/2012 10:38:00 AM	SHAREPOINT\system	1073741823
http://rd21:8001/sites/SiteTempla	Site Template Testing	3	7/5/2012 1:15:00 PM	7/5/2012 1:08:00 PM	SHAREPOINT\system	1073741823



Error Number of rows: 3

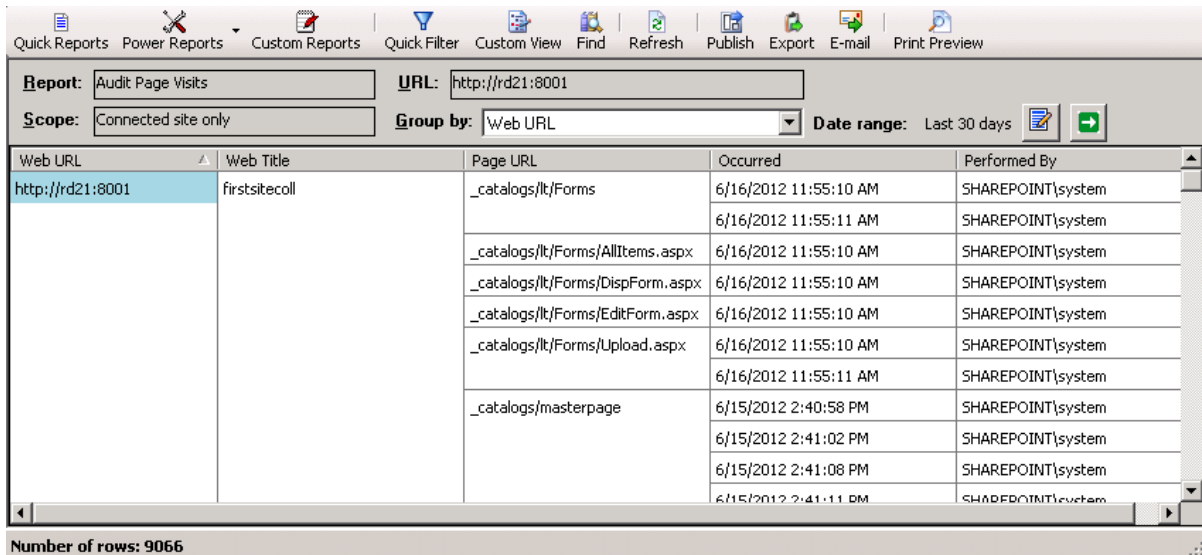
CHAPTER-1-About SharePoint Farm Reporter

Audit Page Visits

Report Category: Audit and Compliance Reports

{Audit Page Visits} displays the web pages visited in each site in the last 'N' days or for the given date range. It displays the following information: **{Web URL, Web Title, Page URL, Occurred, Performed By}**.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.



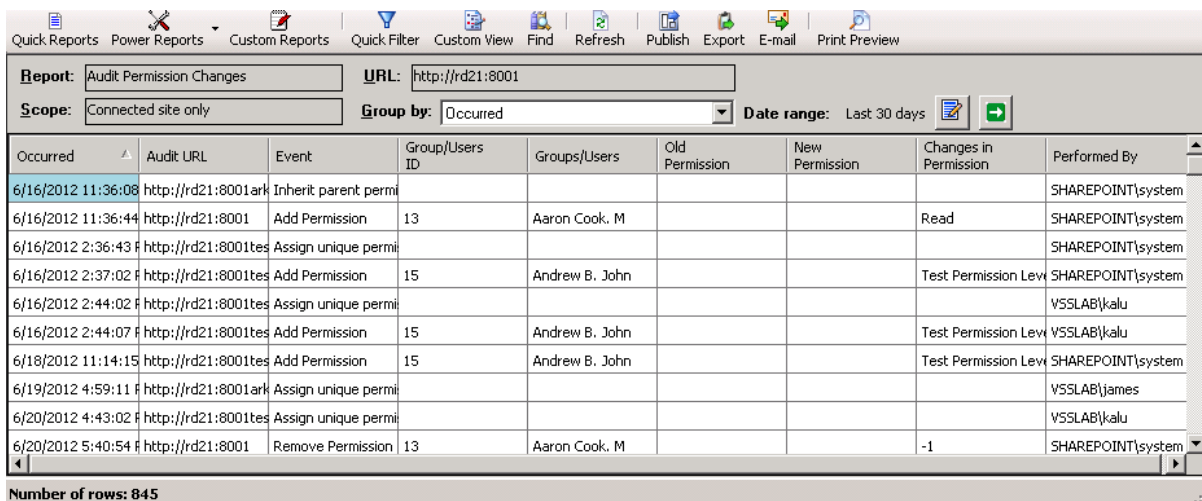
Web URL	Web Title	Page URL	Occurred	Performed By
http://rd21:8001	firstsitecoll	_catalogs/lt/Forms	6/16/2012 11:55:10 AM	SHAREPOINT\system
		_catalogs/lt/Forms	6/16/2012 11:55:11 AM	SHAREPOINT\system
		_catalogs/lt/Forms/AllItems.aspx	6/16/2012 11:55:10 AM	SHAREPOINT\system
		_catalogs/lt/Forms/DispForm.aspx	6/16/2012 11:55:10 AM	SHAREPOINT\system
		_catalogs/lt/Forms/EditForm.aspx	6/16/2012 11:55:10 AM	SHAREPOINT\system
		_catalogs/lt/Forms/Upload.aspx	6/16/2012 11:55:10 AM	SHAREPOINT\system
		_catalogs/lt/Forms	6/16/2012 11:55:11 AM	SHAREPOINT\system
		_catalogs/masterpage	6/15/2012 2:40:58 PM	SHAREPOINT\system
		_catalogs/masterpage	6/15/2012 2:41:02 PM	SHAREPOINT\system
		_catalogs/masterpage	6/15/2012 2:41:08 PM	SHAREPOINT\system

Number of rows: 9066

Audit Permission Changes

Report Category: Audit and Compliance Reports

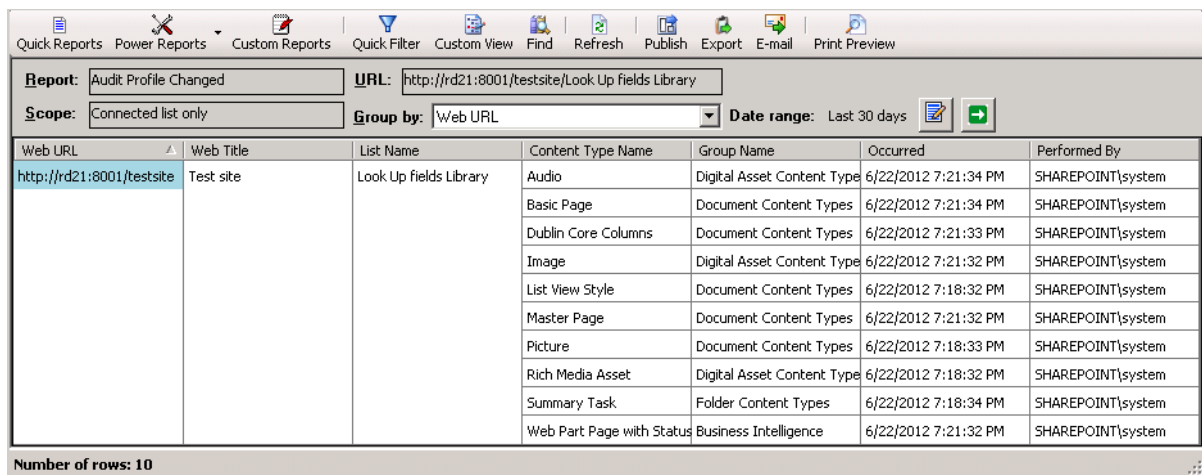
{Audit Permission Changes} displays the permission changes performed in Groups/Users in each site in the last 'N' days or for the given date range. It displays the following information: **{Occurred, Audit URL, Event, Group/Users ID, Groups/Users, Old Permission, New Permission, Changes in Permission, Performed By}**.



Occurred	Audit URL	Event	Group/Users ID	Groups/Users	Old Permission	New Permission	Changes in Permission	Performed By
6/16/2012 11:36:08	http://rd21:8001ark	Inherit parent permission						SHAREPOINT\system
6/16/2012 11:36:44	http://rd21:8001	Add Permission	13	Aaron Cook, M			Read	SHAREPOINT\system
6/16/2012 2:36:43	http://rd21:8001tes	Assign unique permission						SHAREPOINT\system
6/16/2012 2:37:02	http://rd21:8001tes	Add Permission	15	Andrew B. John			Test Permission Level	SHAREPOINT\system
6/16/2012 2:44:02	http://rd21:8001tes	Assign unique permission						VSSLAB\kalu
6/16/2012 2:44:07	http://rd21:8001tes	Add Permission	15	Andrew B. John			Test Permission Level	VSSLAB\kalu
6/18/2012 11:14:15	http://rd21:8001tes	Add Permission	15	Andrew B. John			Test Permission Level	SHAREPOINT\system
6/19/2012 4:59:11	http://rd21:8001ark	Assign unique permission						VSSLAB\james
6/20/2012 4:43:02	http://rd21:8001tes	Assign unique permission						VSSLAB\kalu
6/20/2012 5:40:54	http://rd21:8001	Remove Permission	13	Aaron Cook, M			-1	SHAREPOINT\system

Number of rows: 845

CHAPTER-1-About SharePoint Farm Reporter



The screenshot shows the SharePoint Farm Reporter application. The top menu bar includes: Quick Reports, Power Reports, Custom Reports, Quick Filter, Custom View, Find, Refresh, Publish, Export, E-mail, and Print Preview. The main form has the following fields:

- Report:** Audit Profile Changed
- URL:** http://rd21:8001/testsite/Look Up fields Library
- Scope:** Connected list only
- Group by:** Web URL
- Date range:** Last 30 days

Below the form is a table with the following data:



Web URL	Web Title	List Name	Content Type Name	Group Name	Occurred	Performed By
http://rd21:8001/testsite	Test site	Look Up fields Library	Audio	Digital Asset Content Type	6/22/2012 7:21:34 PM	SHAREPOINT\system
			Basic Page	Document Content Types	6/22/2012 7:21:34 PM	SHAREPOINT\system
			Dublin Core Columns	Document Content Types	6/22/2012 7:21:33 PM	SHAREPOINT\system
			Image	Digital Asset Content Type	6/22/2012 7:21:32 PM	SHAREPOINT\system
			List View Style	Document Content Types	6/22/2012 7:18:32 PM	SHAREPOINT\system
			Master Page	Document Content Types	6/22/2012 7:21:32 PM	SHAREPOINT\system
			Picture	Document Content Types	6/22/2012 7:18:33 PM	SHAREPOINT\system
			Rich Media Asset	Digital Asset Content Type	6/22/2012 7:18:32 PM	SHAREPOINT\system
			Summary Task	Folder Content Types	6/22/2012 7:18:34 PM	SHAREPOINT\system
			Web Part Page with Status	Business Intelligence	6/22/2012 7:21:32 PM	SHAREPOINT\system

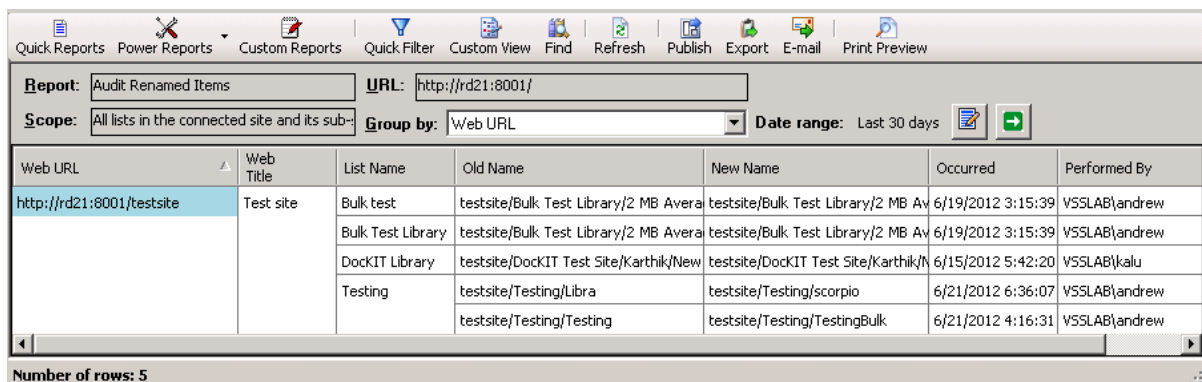
Number of rows: 10

Audit Renamed Items

Report Category: Audit and Compliance Reports

{Audit Renamed Items} displays the list items that are renamed in the last 'N' days or for the given date range. This report displays the following information: **{Web URL, Web Title, List Name, Old Name, New Name, Occurred, Performed By}**.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.



The screenshot shows the SharePoint Farm Reporter application. The top menu bar is the same as the previous screenshot. The main form has the following fields:

- Report:** Audit Renamed Items
- URL:** http://rd21:8001/
- Scope:** All lists in the connected site and its sub-
- Group by:** Web URL
- Date range:** Last 30 days

Below the form is a table with the following data:

Web URL	Web Title	List Name	Old Name	New Name	Occurred	Performed By
http://rd21:8001/testsite	Test site	Bulk test	testsite/Bulk Test Library/2 MB Avera	testsite/Bulk Test Library/2 MB Av	6/19/2012 3:15:39	VSSLAB\andrew
		Bulk Test Library	testsite/Bulk Test Library/2 MB Avera	testsite/Bulk Test Library/2 MB Av	6/19/2012 3:15:39	VSSLAB\andrew
		DockIT Library	testsite/DockIT Test Site/Karthik/New	testsite/DockIT Test Site/Karthik/h	6/15/2012 5:42:20	VSSLAB\kalu
		Testing	testsite/Testing/Libra	testsite/Testing/scorpio	6/21/2012 6:36:07	VSSLAB\andrew
			testsite/Testing/Testing	testsite/Testing/TestingBulk	6/21/2012 4:16:31	VSSLAB\andrew



Number of rows: 5

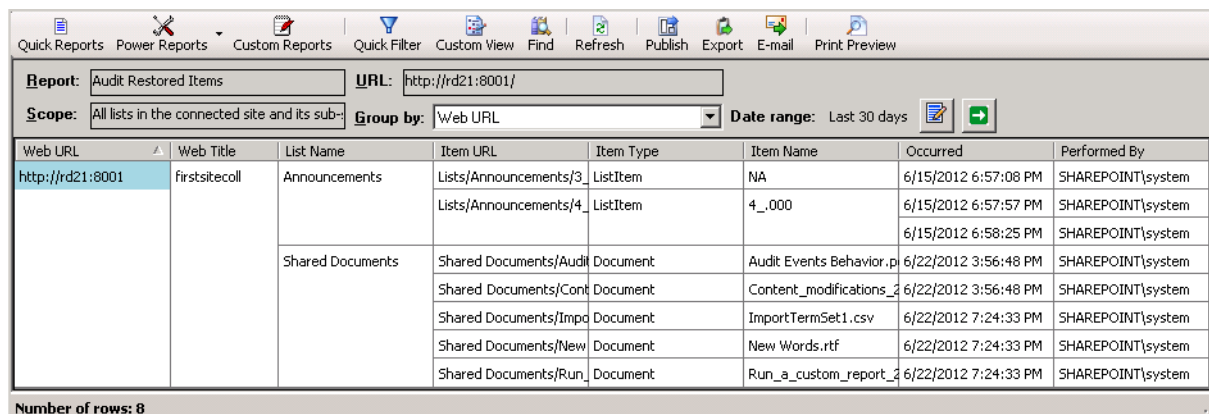
Audit Restored Items

Report Category: Audit and Compliance Reports

{Audit Restored Items} displays the list of items that are restored from the Recycle Bin in the last 'N' days or for the given date range. This report displays the following information: **{Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Occurred, Performed By}**.

CHAPTER-1-About SharePoint Farm Reporter

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.



The screenshot shows the SharePoint Farm Reporter interface. The top menu bar includes Quick Reports, Power Reports, Custom Reports, Quick Filter, Custom View, Find, Refresh, Publish, Export, E-mail, and Print Preview. The main form has the following fields:

- Report:** Audit Restored Items
- URL:** http://rd21:8001/
- Scope:** All lists in the connected site and its sub-
- Group by:** Web URL
- Date range:** Last 30 days

The data table below shows the results of the report:



Web URL	Web Title	List Name	Item URL	Item Type	Item Name	Occurred	Performed By
http://rd21:8001	firstsitecoll	Announcements	Lists/Announcements/3_	ListItem	NA	6/15/2012 6:57:08 PM	SHAREPOINT\system
			Lists/Announcements/4_	ListItem	4_000	6/15/2012 6:57:57 PM	SHAREPOINT\system
						6/15/2012 6:58:25 PM	SHAREPOINT\system
		Shared Documents	Shared Documents/Audit	Document	Audit Events Behavior.p	6/22/2012 3:56:48 PM	SHAREPOINT\system
			Shared Documents/Cont	Document	Content_modifications_	6/22/2012 3:56:48 PM	SHAREPOINT\system
			Shared Documents/Impo	Document	ImportTermSet1.csv	6/22/2012 7:24:33 PM	SHAREPOINT\system
			Shared Documents/New	Document	New Words.rtf	6/22/2012 7:24:33 PM	SHAREPOINT\system
			Shared Documents/Run	Document	Run_a_custom_report_	6/22/2012 7:24:33 PM	SHAREPOINT\system

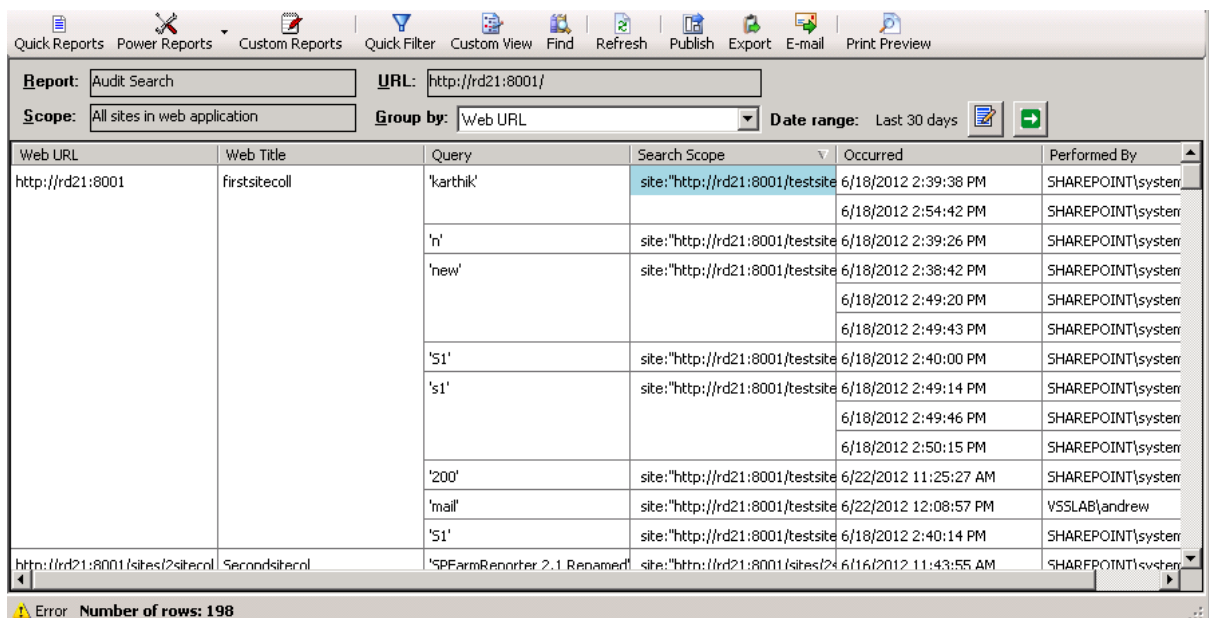
Number of rows: 8

Audit Search

Report Category: Audit and Compliance Reports

{Audit Search} displays the search queries and scope used in each site in the last 'N' days or for the given date range. It displays the following information: **{Web URL, Web Title, Query, Search Scope, Occurred, Performed By}**.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.



The screenshot shows the SharePoint Farm Reporter interface. The top menu bar is the same as the previous screenshot. The main form has the following fields:

- Report:** Audit Search
- URL:** http://rd21:8001/
- Scope:** All sites in web application
- Group by:** Web URL
- Date range:** Last 30 days

The data table below shows the results of the report:

Web URL	Web Title	Query	Search Scope	Occurred	Performed By
http://rd21:8001	firstsitecoll	'karthik'	site:"http://rd21:8001/testsite"	6/18/2012 2:39:38 PM	SHAREPOINT\system
				6/18/2012 2:54:42 PM	SHAREPOINT\system
		'n'	site:"http://rd21:8001/testsite"	6/18/2012 2:39:26 PM	SHAREPOINT\system
		'new'	site:"http://rd21:8001/testsite"	6/18/2012 2:38:42 PM	SHAREPOINT\system
				6/18/2012 2:49:20 PM	SHAREPOINT\system
				6/18/2012 2:49:43 PM	SHAREPOINT\system
		'51'	site:"http://rd21:8001/testsite"	6/18/2012 2:40:00 PM	SHAREPOINT\system
		's1'	site:"http://rd21:8001/testsite"	6/18/2012 2:49:14 PM	SHAREPOINT\system
				6/18/2012 2:49:46 PM	SHAREPOINT\system
				6/18/2012 2:50:15 PM	SHAREPOINT\system
http://rd21:8001/sites/2sitecoll	Secondsitecoll	'200'	site:"http://rd21:8001/testsite"	6/22/2012 11:25:27 AM	SHAREPOINT\system
		'mail'	site:"http://rd21:8001/testsite"	6/22/2012 12:08:57 PM	VSSLAB\andrew
http://rd21:8001/sites/2sitecoll	Secondsitecoll	'51'	site:"http://rd21:8001/testsite"	6/18/2012 2:40:14 PM	SHAREPOINT\system
		'SPFarmReporter 2.1 Renamed'	site:"http://rd21:8001/sites/2sitecoll"	6/16/2012 11:43:55 AM	SHAREPOINT\system



Number of rows: 198

CHAPTER-1-About SharePoint Farm Reporter

Audit Settings Changes

Report Category: Audit and Compliance Reports

{Audit Settings Changes} displays information about the audit settings changed in the site collection in the last 'N' days or for the given date range. It displays the following information: **{Web URL, Web Title, Old Settings, New Settings, Occurred, Performed By, Performed By ID}**.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.

Quick Reports Power Reports Custom Reports Quick Filter Custom View Find Refresh Publish Export E-mail Print Preview

Report: Audit Settings Changes

URL: http://rd21:8001/

Scope: All sites in web application

Group by: Web URL

Date range: Last 30 days



Web URL	Web Title	Occurred	Old Settings	New Settings	Performed By	Performed By ID
http://rd21:8001	firstsitecoll	6/15/2012 2:53:44 PM		"Checking out or checking in	SHAREPOINT\system	1073741823
		6/15/2012 2:53:51 PM	"Checking out or checking in item"	"All events are audited"	SHAREPOINT\system	1073741823
		6/15/2012 2:54:02 PM	"All events are audited"	"No events are audited"	SHAREPOINT\system	1073741823
		6/15/2012 2:54:16 PM	"No events are audited"	"All events are audited"	SHAREPOINT\system	1073741823
http://rd21:8001/sites/2sitecoll	Secondsitecoll	6/16/2012 2:42:11 PM		"Checking out or checking in	SHAREPOINT\system	1073741823
		6/16/2012 2:42:19 PM	"Checking out or checking in item"	"All events are audited"	SHAREPOINT\system	1073741823
http://rd21:8001/sites/3sitecoll	thirdsitecoll	6/16/2012 11:30:39 AM		"Editing users and permissions"	SHAREPOINT\system	1073741823
		6/16/2012 11:39:50 AM	"Editing users and permissions"	"No events are audited"	SHAREPOINT\system	1073741823
		6/16/2012 11:40:34 AM	"No events are audited"	"Editing content types and columns"	SHAREPOINT\system	1073741823
		6/16/2012 11:44:47 AM	"Editing content types and columns"	"No events are audited"	SHAREPOINT\system	1073741823

Number of rows: 10

Audit Visited Items

Report Category: Audit and Compliance Reports

{Audit Visited Items} displays the list items visited in the last 'N' days or for the given date range. This report displays the following information: **{Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Occurred, Performed By, Display Name, Full Name, designation, company Name}**.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.

Report: Audit Visited Items

Scope: All lists in the connected site

URL: http://rd10:9001

Group by: Web URL

Date range: Last 7 days



Web URL	List Name	Item URL	Item Type	Item Name	Occurred	Performed By	Display Name	Full Name	Designation	Company Name
http://rd10:9001	AuditCheck2	AuditCheck2/Forr	List	AuditCheck2	20-03-2012 12:20:55	VYAPINLAB\billy	Billy F. Doctrove	Billy F. Doctrove		
		AuditCheck2/Forr	Document	NA	20-03-2012 12:20:55	VYAPINLAB\billy	Billy F. Doctrove	Billy F. Doctrove		
		AuditCheck2/Forr	List	AuditCheck2	23-03-2012 12:59:16	VYAPINLAB\johndoe	John Doe	John Doe	Software Consu	VSS
		AuditCheck2/Forr	Document	NA	23-03-2012 12:59:16	VYAPINLAB\johndoe	John Doe	John Doe	Software Consu	VSS
		AuditCheck2	List	AuditCheck2	23-03-2012 12:59:17	VYAPINLAB\johndoe	John Doe	John Doe	Software Consu	VSS
		AuditCheck2/Bloc	Document	Blocked File Type	23-03-2012 12:59:17	VYAPINLAB\johndoe	John Doe	John Doe	Software Consu	VSS
	AuditTest1	AuditTest1/Form	List	AuditTest1	20-03-2012 12:20:53	VYAPINLAB\billy	Billy F. Doctrove	Billy F. Doctrove		
		AuditTest1/Form	Document	NA	20-03-2012 12:20:53	VYAPINLAB\billy	Billy F. Doctrove	Billy F. Doctrove		
		AuditTest1/Form	List	AuditTest1	23-03-2012 12:54:40	SHAREPOINT\system				
		AuditTest1/Form	Document	NA	23-03-2012 12:54:40	SHAREPOINT\system				

CHAPTER-1-About SharePoint Farm Reporter

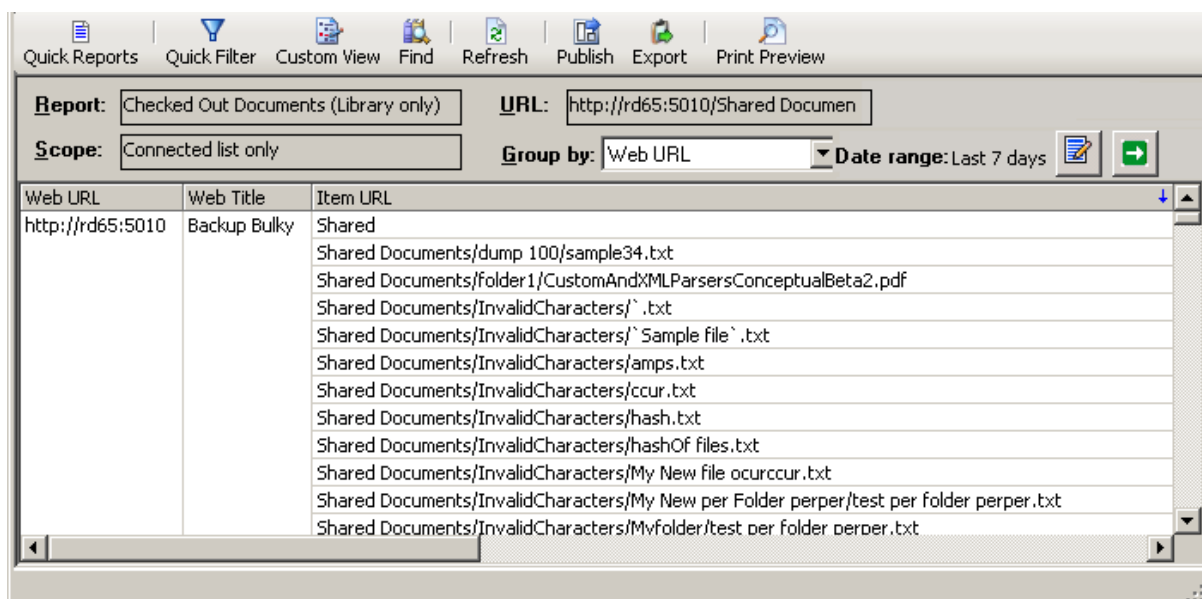
Checked Out Documents Report (Library Only)

Report Category: Audit and Compliance Reports

{Checked Out Documents (Library only)} to view the files that are checked out in the last 'N' days or for the given date range in the connected library. This report displays the following information: **{Web URL, Web Title, Item URL, Created By, Created Date, Size (in MB), Checked Out By, Checked Out Date, Check Out Status}**.

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.

Field Name	Description
Size (in MB)	Displays actual disk usage information of the current document. SharePoint Farm Reporter calculates the exact size in terms of bytes for all the documents in the connected library.
Check Out Status	Displays the status of the check-out, indicating whether the check-out is long-term or short-term.



Web URL	Web Title	Item URL
http://rd65:5010	Backup Bulky	Shared
		Shared Documents/dump 100/sample34.txt
		Shared Documents/folder1/CustomAndXMLParsersConceptualBeta2.pdf
		Shared Documents/InvalidCharacters/`.txt
		Shared Documents/InvalidCharacters/` Sample file`.txt
		Shared Documents/InvalidCharacters/amps.txt
		Shared Documents/InvalidCharacters/ccur.txt
		Shared Documents/InvalidCharacters/hash.txt
		Shared Documents/InvalidCharacters/hashOf files.txt
		Shared Documents/InvalidCharacters/My New file ocurccur.txt
		Shared Documents/InvalidCharacters/My New per Folder perper/test per folder perper.txt
		Shared Documents/InvalidCharacters/Mvfolder/test per folder perper.txt

Farm Features

Report Category: Audit and Compliance Reports

{Farm Features} to view the farm activated features and its dependency details. It displays the following information: **{Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden, Version}**.

CHAPTER-1-About SharePoint Farm Reporter

Quick Reports Power Reports Custom Reports Quick Filter Custom View Find Refresh Publish Export E-mail Print Preview

Report: **Farm Features** URL: **All** Scope: **All web applications**

Group by: **Feature Name**



Feature Name	Feature Folder Name	Description	Action Dependency Feature	Hidden	Version
"Connect to Office" Ribbon C	TemplateDiscovery	Adds entry points in the ribbon		False	14.0
Administrative Reporting Core	AdminReportCorePushdown	This feature activates the Admin		True	14.0
Base Site Features Stapling	BaseSiteStapling	Staple Base features		True	14.0
BDC Profile Pages Tenant Sta	ObaProfilePagesTenantStapli	Staples Profile Pages feature		True	14.0
Bulk workflow process button	BulkWorkflow	Adds the process all tasks bu		True	14.0
DM Content Type Setting Link	DMContentTypeSettings	DLC Document Management		True	14.0
Enhanced Html Editing	EnhancedHtmlEditing	Enhanced Html Editing for the		True	14.0

Number of rows: 42

Last Deleted Items



Report Category: Audit and Compliance Reports

{Last Deleted Items} to view the list items that are deleted in a list in the last 'N' days or for the given date range. This report displays the following information: **{Web URL, Web Title, Item URL, Item Name, Deleted By - User Name, Deleted By - Display Name, Deleted Date, Created By - User Name, Created Date, Last Modified By - User Name, Last Modified Date, Size (in MB)}**

To generate report for given date range, click  button and enter Start date and End date. After entering Start date and End date, click  button.

Field Name	Description
Size (in MB)	Displays actual disk usage information of the current List. SharePoint Farm Reporter calculates the exact size in terms of bytes for all the items in the list.

Report: **Last Deleted Items** URL: **http://rd81:9000/** Data available since: 7/12/2009 4:38:42 PM

Scope: **All lists in the connected site and its sub-** Group by: **Web URL** Date range: **Last 7 days**  

Web URL	Web Title	Item URL	Item Name	Deleted By - User Name	Deleted By - Display Name	Deleted Date	Created By - User Name	Created Date	Last Modified By - User Name	Last Modified Date
http://rd81:9000	first site	WebSizeTestLibrary1/E	Event Cache and Log Tab	VOYAGER\rd81spadminuser3	rd81spadminuser3	7/23/2009 4:10:51	VOYAGER\rd81spad	7/20/2009 5:07	VOYAGER\rd81sp	7/20/200
		WebSizeTestLibrary1/F	TestFile1005.txt			7/23/2009 4:14:44	VOYAGER\rd81spad	5/30/2009 12:4	VOYAGER\rd81sp	7/23/200
		WebSizeTestLibrary3/C	ChangeLogBulkFile1005.t			7/23/2009 4:17:51		7/22/2009 1:33		7/23/200
		ChangeLogTestLibrary\	ChangeLogBulkFile10.txt	VOYAGER\rd81spadminuser2	rd81spadminuser2	7/23/2009 6:02:49		7/22/2009 2:41	VOYAGER\rd81sp	7/23/200
		ChangeLogTestLibrary\	ChangeLogBulkFile1008.t	VOYAGER\rd81spadminuser3	rd81spadminuser3	7/23/2009 6:19:14		7/22/2009 2:45		7/23/200
		ChangeLogTestLibrary\	ChangeLogBulkFile1.txt			7/23/2009 6:24:55		7/22/2009 2:41	VOYAGER\rd81sp	7/23/200
		ChangeLogTestLibrary\	ChangeLogBulkFile100.txt			7/23/2009 6:31:28		7/22/2009 2:41		7/23/200
		ChangeLogTestLibrary\	ChangeLogBulkFile1002.t			7/23/2009 6:33:02		7/22/2009 2:45		7/23/200
		ChangeLogTestLibrary\	ChangeLogBulkFile1000.t			7/23/2009 6:58:27		7/22/2009 2:45		7/23/200
		ChangeLogTestLibrary\	ChangeLogBulkFile1005.t	VOYAGER\rd81spadminuser2	rd81spadminuser2	7/23/2009 6:59:35		7/22/2009 2:45		7/23/200

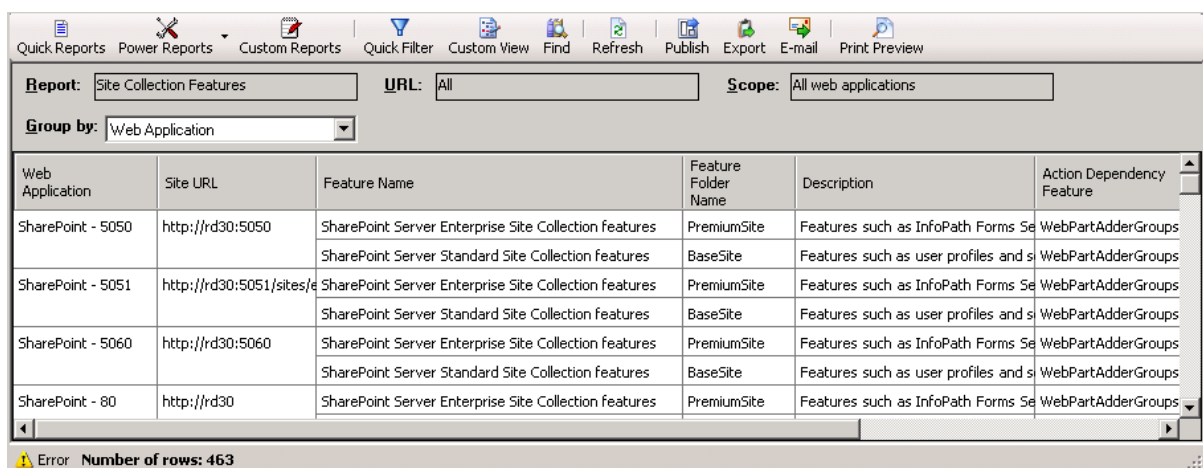
CHAPTER-1-About SharePoint Farm Reporter

Site Collection Features

Report Category: Audit and Compliance Reports

{Site Collection Features} to view information about activated features and its dependency details in site collections. Displays the following information: **{Web Application, Site URL, Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden}**.

Field Name	Description
Feature Name	Displays the Feature Title
Feature Folder Name	Displays the Feature Folder Name of the Feature
Description	Displays the Description of the Feature
Action Dependency Feature	Displays Feature on which activation of this main Feature depends.
Hidden	Displays Boolean value that indicates whether the Feature is hidden within the Windows SharePoint Services user interface.



The screenshot shows the SharePoint Farm Reporter application interface. At the top, there is a menu bar with options: Quick Reports, Power Reports, Custom Reports, Quick Filter, Custom View, Find, Refresh, Publish, Export, E-mail, and Print Preview. Below the menu bar, there are input fields for Report (Site Collection Features), URL (All), and Scope (All web applications). A Group by dropdown menu is set to Web Application. The main area displays a table with the following columns: Web Application, Site URL, Feature Name, Feature Folder Name, Description, and Action Dependency Feature. The table contains data for four web applications: SharePoint - 5050, SharePoint - 5051, SharePoint - 5060, and SharePoint - 80. Each application has two rows of data, one for PremiumSite and one for BaseSite. The bottom status bar shows an error icon and the text "Error Number of rows: 463".

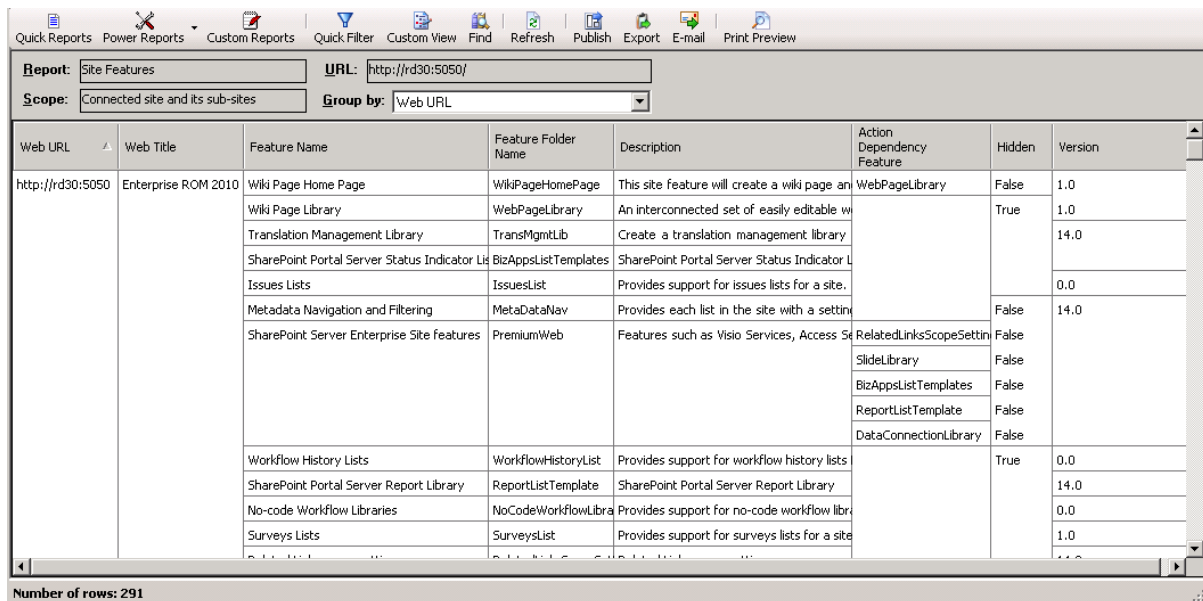
Web Application	Site URL	Feature Name	Feature Folder Name	Description	Action Dependency Feature
SharePoint - 5050	http://rd30:5050	SharePoint Server Enterprise Site Collection features	PremiumSite	Features such as InfoPath Forms Se	WebPartAdderGroups
		SharePoint Server Standard Site Collection features	BaseSite	Features such as user profiles and s	WebPartAdderGroups
SharePoint - 5051	http://rd30:5051/sites/e	SharePoint Server Enterprise Site Collection features	PremiumSite	Features such as InfoPath Forms Se	WebPartAdderGroups
		SharePoint Server Standard Site Collection features	BaseSite	Features such as user profiles and s	WebPartAdderGroups
SharePoint - 5060	http://rd30:5060	SharePoint Server Enterprise Site Collection features	PremiumSite	Features such as InfoPath Forms Se	WebPartAdderGroups
		SharePoint Server Standard Site Collection features	BaseSite	Features such as user profiles and s	WebPartAdderGroups
SharePoint - 80	http://rd30	SharePoint Server Enterprise Site Collection features	PremiumSite	Features such as InfoPath Forms Se	WebPartAdderGroups

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Site Features

Report Category: Audit and Compliance Reports

{Site Features} to view information about activated features and its dependency details in each site. Displays the following information: **{Web URL, Web Title, Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden, Version}**.



Web URL	Web Title	Feature Name	Feature Folder Name	Description	Action Dependency Feature	Hidden	Version
http://rd30:5050	Enterprise ROM 2010	Wiki Page Home Page	WikiPageHomePage	This site feature will create a wiki page an	WebPageLibrary	False	1.0
		Wiki Page Library	WebPageLibrary	An interconnected set of easily editable w		True	1.0
		Translation Management Library	TransMgmtLib	Create a translation management library			14.0
		SharePoint Portal Server Status Indicator Lis	BizAppsListTemplates	SharePoint Portal Server Status Indicator L			0.0
		Issues Lists	IssuesList	Provides support for issues lists for a site.			
		Metadata Navigation and Filtering	MetaDataNav	Provides each list in the site with a settin		False	14.0
		SharePoint Server Enterprise Site Features	PremiumWeb	Features such as Visio Services, Access S	RelatedLinksScopeSettin	False	
					SlideLibrary	False	
					BizAppsListTemplates	False	
					ReportListTemplate	False	
					DataConnectionLibrary	False	
		Workflow History Lists	WorkflowHistoryList	Provides support for workflow history lists		True	0.0
		SharePoint Portal Server Report Library	ReportListTemplate	SharePoint Portal Server Report Library			14.0
		No-code Workflow Libraries	NoCodeWorkflowLibra	Provides support for no-code workflow libr			0.0
		Surveys Lists	SurveysList	Provides support for surveys lists for a site			1.0

Number of rows: 291

Web Application Features

Report Category: Audit and Compliance Reports

{Web Application Features} to view information about activated features and its dependency details for all web applications. Displays the following information: **{Web Application, Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden}**.

CHAPTER-1-About SharePoint Farm Reporter

Web Application	Feature Name	Feature Folder Name	Description	Action Dependency Feature	Hidden
SharePoint - 5050	SharePoint Server Enterprise Web application features	PremiumWebApplication	Features such as Visio Services, Access Services, and Excel Services, included in the SharePoint Server Enterprise Web application features.	PageConverters	
				SearchAndProcess	
				BulkWorkflowTimerJob	
				ExcelServerWebApplication	
	Document to Page Converters	PageConverters	Contains the converters used to convert documents to images.		True
	Search And Process	SearchAndProcess	Provisions the Search and Process timer jobs.		
	Publishing Timer Jobs	PublishingTimerJobs	Create Publishing timer jobs in the web application.		

Number of rows: 100

Web Application User Permissions

Report Category: Audit and Compliance Reports

{Web Application User Permissions} to view the Web Application User Permissions defined for all web applications. Displays the following information: **{Web Application, User Permissions}**.

Web Application	User Permissions
Central Administration	FullMask
SharePoint - 5050	FullMask
SharePoint - 5051	FullMask
SharePoint - 5060	FullMask
SharePoint - 80	FullMask

Number of rows: 6

Web Part Pages Security

Report Category: Audit and Compliance Reports

{Web Part Pages Security} to view the Web Part Pages Security settings for all web applications. Displays the following information: **{Web Application, Allow Web Parts To Communicate, Allow Access To Web Part Catalog}**.

Web Application	Allow Web Parts To Communicate	Allow Access To Web Part Catalog	Allow Contributors To Edit Scriptable Web Parts
Central Administration	True	True	False
SharePoint - 5050	True	True	False
SharePoint - 5051	True	True	False
SharePoint - 5060	True	True	False
SharePoint - 80	True	True	False

Number of rows: 6

1.2 Security Reports

SharePoint Farm Reporter provides the following built-in reports in the **security reports** category:

Report Name	Description	Fields
Authentication Providers	Displays the Authentication Providers configured in the Web Application	Web Application, Zone, Allow Anonymous, Authentication Mode, Allow Client Object Model Requires Use RemoteAPIs Permission, Enable Client Integration Disable Kerberos, Allow Use Basic Authentication
Effective Permissions of List Items (SharePoint 2010 only)	Displays the effective permissions of the given users/groups for each item in the list	User/Group, Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Account Type, Permission inherited from, Permission levels, Description
Effective Permissions of Lists (SharePoint 2010 only)	Displays the effective permissions of the given users/groups for each list in the site	User/Group, Web URL, Web Title, List Name, Account Type, Permission inherited from, Permission levels, Description
Effective Permissions of Sites (SharePoint 2010 only)	Displays the effective permissions of the given users/groups defined in each site	User/Group, Web URL, Web Title, Account Type, Permission inherited from, Permission levels, Description
List Folders Security	Displays information about the Groups/Users and their permissions assigned to each folder and its sub-folders in the connected list	Web URL, Web Title, Base Template, List Name, Folder Name, Folder URL, Groups/Users, Permission Levels
List Item Security	Displays information about the users and their permissions assigned to each list item	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Groups/Users, Permission Levels
List Permissions	Displays information about list permissions defined for each user / group	Web URL, Web Title, Base Template, List Name, Account Type, Groups/Users, Display Name, Full Name, Designation, Company Name, Description, Group

CHAPTER-1-About SharePoint Farm Reporter

		Owner, Permission Levels, Group Members
Site Collection Administrators	Displays information about the site collection administrators configured for the site collections	Web Application, Site Collection URL , Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail
Site Group Settings	Displays information about groups available in each site	Web URL, Web Title, Group Name, Account Type, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels
Site Permission Levels	Displays information about permission levels defined in each site	Web URL, Web Title, Permission Level, Description, Permissions
Site Permissions	Displays information about site permissions (groups and users) defined in each site	Web URL, Web Title, Groups/Users, Account Type, Description, Group Owner, Permission Levels, Members
Site Security	Displays site security information like allow anonymous access, authentication mode etc.	Web URL, Web Title, Allow Anonymous Access, Anonymous State, Allow Unsafe Updates, Authentication Mode, Has External Security Provider, Inherits Role Assignments, Inherits Role Definitions, Request Access Enabled, Request Access E-Mail

1.3 Policy Reports

SharePoint Farm Reporter provides the following built-in reports in the policy reports category:

Report Name	Description	Report Fields
Blocked File Types	Displays the list of blocked file extensions configured in the web application	Web Application, Blocked File Types
Regional Settings	Displays the list of regional settings configured in the site	Web URL, Web Title, Locale, Time Zone, Calendar, Alternate Calendar, Work Days, First Day of Week, First Week of Year, Start Time, End Time, Time Format
Resource Throttling Settings (SharePoint-2010 Only)	Displays the all the Resource Throttling Settings configured in the Web Application.	Web Application, List View Threshold, Object Model Override, List View Threshold for Auditors and Administrators, List View Lookup Threshold, Daily Time Window for Large Queries, Daily Unthrottled Operations Hour, Daily Unthrottled Operations Minute, Daily Unthrottled Operations Duration, Maximum Unique Permissions Per List, Change Log Retention Period
Self Service Site Management	Displays information about self service site creation settings for each web application	Web Application, Self Service Site Creation Enabled, Require Secondary Contact
SharePoint Designer Settings - Site Collection Level (SharePoint-2010 Only)	Displays information about the SharePoint Designer Settings configured in the Site Collection.	Web Application, Site Collection URL, Allow Site Owners and Designers to use SharePoint Designer in this Site Collection, Allow Site Owners and Designers to Detach Pages from the Site

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		Definition, Allow Site Owners and Designers to Customize Master Pages and Layout Pages, Allow Site Owners and Designers to See the Hidden URL structure of their Web Site
SharePoint Designer Settings - Web Application Level (SharePoint-2010 Only)	Displays information about the SharePoint Designer Settings configured in the Web Application.	Web Application, Allow SharePoint Designer to be used in this Web Application, Allow Site Collection Administrators to Detach Pages from the Site Template, Allow Site Collection Administrators to Customize Master Pages and Layout Pages, Allow Site Collection Administrators to see the URL Structure of their Web Site
Site Collection Quotas and Locks	Displays information about the site collection storage settings and lock settings	Web Application, Site URL, Owner Login Name, Quota Template, Storage Maximum Level (in MB), Current Storage Used (in MB), Storage Warning Level (in MB), Read Locked, Write Locked
Web Application Use Confirmation and Deletion	Displays information about the confirmation and deletion settings for unused web site collections	Web Application, Send Unused Site Collection E-Mail Notification, Send Notifications After (in days), Unconfirmed Site Collection Deletion Enabled, Number of Notifications Before Deletion

1.4 Usage Reports

SharePoint Farm Reporter provides the following built-in reports in the usage reports category:

Report Name	Description	Fields
Content Alerts	Displays information about all the alerts created for notifying the changes	SharePoint 2007: Web URL, Web Title, List URL, List Name, Item Name, Alert Title, Owner, Set for, Alert Type, Alert Filter, Alert Frequency, Alert Status, Email Recipient, Alert Day, Alert Time SharePoint 2010: Web URL, Web Title, List URL, List Name, Item Name, Alert Title, Owner, Set for, Alert Type, Alert Filter, Alert Frequency, Delivery Method(s), Alert Status, Email Recipient, Alert Day, Alert Time
Content Databases	Displays properties of the content databases in each web application	Web Application, Database Name, Database Status, Database Server, Current Number of Sites, Site Level Warning, Maximum Number of Sites, Disk Size Required For Backup (in MB)
File Types	Displays the file types available in the document library	Web URL, Web Title, Base Template, List Name, File Type, Count, Total Size (in MB)
Invited Users - Feature Status	Displays all invited users to the site and their permissions, activation status for SharePoint Enterprise Site Collection feature and Enterprise Site feature	Web URL, Web Title, Enterprise Site Collection Features, Enterprise Site Features, Account Display Name, Account Name, Account Type, Permission Levels
List Activity	Displays the first and last activity performed on the list for last 'N' days or for the given date range	Web URL, Web Title, List URL, List Name, First Activity - Item Name, First Activity - Item URL, First Activity Date, First Activity - User Name, First Activity - Transaction, Last Activity - Item URL, Last Activity -

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		Item Name, Last Activity Date, Last Activity - User Name, Last Activity - Transaction
List Columns	Displays all the columns available in the list	Web URL, Web Title, Base Template, List Name, Column Source, Column Name, Type, Description, Required
List Hits	Displays the information about number of times a list has been visited in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Total Hits, Recent Month Hits, Last Accessed Date, Last Accessed Date Hits
List Hits - Monthly Usage (SharePoint-2007 Only)	Displays the information about number of times a list has been visited in the last 31 months or for the given date range	Web URL, Web Title, List Name, Total Hits, Month1, Month2,....., Month31
List Item Metadata (SharePoint-2010 Only)	Displays information about metadata of the list item	Web URL, Web Title, List URL, List Name, Item URL, Item Name, Column 1, Column 2, ..., Column n
List Item Summary	Displays summary information about the list items such as created by, created date, size etc.	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Created By, Created Date, Modified By, Modified Date, Size (in MB)
List Summary	Displays summary information about the list such as size, number of users, number of columns, etc.	Web URL, Web Title, List Name, Base Template, Number of Columns, Number of Users, Number of Folders, Number of Items, List Size (in MB), Author, Created Date, Last Modified Date, Last Deleted Date
List Views	Displays all the views available for the list	SharePoint 2007: Web URL, Web Title, Base Template, List Name, View Name, View Type, Default View, Display Items in Batches, Number of Items to Display SharePoint 2010: Web URL, Web Title, Base Template, List Name, View Name, View Type, Default View, Allow Inline Editing, Allow Individual Item Checkboxes, Display Items in Batches, Number of Items to Display
List Visits	Displays information about the list items that are accessed in last 'N' days or	Front-end Web Server, Item URL, Item ID, Total Visit Count, Item Name,

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	for the given date range	Item Visit URL, Visit Count, Action, Visited By, Visited Date, Visited Time
List Workflow Settings	Displays information about workflow details in the list	Web URL, Web Title, Base Template, List Name, Workflow Template, Workflow Name, Description, Created Date, Modified Date, Task List, History List, Allow Manual Start, Auto Start Workflow On Item Creation, Auto Start Workflow On Item Change, Permissions
List Workflow Status	Displays workflow task details and the various workflow status are 'Cancelled', 'Completed', 'Error', 'Occurred', 'Failed', 'In Progress' and 'Not Started' for each list item in the list	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Workflow Status, Workflow Name, Initiator, Started On, Last Run, Task Title, Task Assigned To, Due Date, Task Status, Outcome
Managed Metadata Collection (SharePoint-2010 Only)	Displays information about term store in the web application	Web Application, Available Service Applications, Group, Term Set, Term Level 1, Term Level 2,, Term Level n
Page Hits	Displays the number of times a web page has been visited in each site	Web URL, Web Title, File URL, Total Hits, Recent Month Hits, Recent Day, Recent Day Hits
Page Hits - Monthly Usage (SharePoint-2007 Only)	Displays the number of times a page in a site has been visited in a given month range or all months in the last 31 months along with last accessed date	Web URL, Web Title, Page URL, Last Accessed Date, Total Hits, Month1, Month2,, Month31
Page Visits	Displays information about all the pages that are visited in the web application	Front-end Web Server, Web Application, Site URL, Page URL, User, Client IP Address, Visited Date
Recycle Bin Summary	Displays recycle bin summary information like item name, total number of items, item type, deleted date, size of deleted item etc.	SharePoint 2007: Web URL, Web Title, Number of Items, Last Item Deleted Date, Last Item Deleted By, Total Size (in MB) SharePoint 2010: Web URL, Web Title, Number of Items, ID, Item Name, Item Type, Original Location, Deleted Date, Deleted By, Deleted By ID, Deleted By Email, Created By, Created By ID, Created By Email, Size

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Site Activity	Displays the first and last activity performed on the SharePoint site for last 'N' days or for the given date range.	Web URL, Web Title, First Activity Date, First Activity - User Name, First Activity - Transaction, Last Activity Date, Last Activity - User Name, Last Activity - Transaction
Site Collection Summary	Displays site collection information such as site URL, owner name, email etc.	Web Application, Site URL, Created Date, Last Item Modified Date, Last Content Modified Date, Last Security Modified Date, Primary Owner Name, Primary Owner Display Name, Primary Owner E-Mail, Secondary Owner Name, Secondary Owner Display Name, Secondary Owner E-Mail, Number of Sub webs, Number of Users, Number of Groups, Number of Alerts, Content Database Name
Site Hits Summary	Displays a summary of site visits	Web URL, Web Title, Total Hits, Recent Month Hits, Recent Day, Recent Day Hits
Site Hits Summary - Monthly Usage (SharePoint-2007 Only)	Displays the number of times a site has been visited in a given month range or all months in the last 31 months	Web URL, Web Title, Total Hits, Month1, Month2,....., Month31
Site Summary	Displays site summary information like author, created date, web size(in MB) and number of sub webs etc.	Web URL, Web Title, Author, Created Date, Last Item Modified Date, Web Size (in MB), Number of Sub webs, Number of Users, Number of Groups, Number of Lists, Number of Alerts, Number of Content Types, Number of Site Columns
Site Usage Summary	Displays information about the number of sites, lists, list items, storage used by sites, number of visited users, total hits by users in each site	Web URL, Web Title, Created Date, Modified Date, No. of sub webs, No. of lists, No. of list items, Storage (MB), Total Hits, No. of visited users, User, User Hits
Site Visitors	Displays the number of times users have visited each site.	Web URL, Web Title, User, Total Hits, Recent Month Hits, Recent Day, Recent Day Hits
Site Visitors - Monthly Usage (SharePoint-2007 Only)	Displays the number of times an user has visited each site in a given month	Web URL, Web Title, Site Visitors, Last Accessed Date, Total Hits, Month1,

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	range or all months in the last 31 months along with last accessed date	Month2,....., Month31
Version History	Displays information about all the versions available for each file/item in the list.	SharePoint 2007: Document URL, Latest Version, Number of Versions, Version ID, Created By, Created Date, Modified By, Modified Date, Size (in MB) SharePoint 2010: Item URL, Latest Version, Number of Versions, Created By, Created Date, Version ID, Modified By, Modified Date, Size (in MB), Changed Field, Changed Value
Web Application Summary	Displays web application information such as application pool name, content database, version etc.	Web Application, Version, Host Name, Port Number, Zone, Allow Anonymous, Authentication Mode, Authentication Provider, Use Secure Sockets Layer, Application Pool Name, Application Pool Status, Identity Type, User Name, Number of Content Databases, Content Databases
Web Pages	Displays information about all the web pages that are available in each site	Web URL, Web Title, Web Page Title, Web Page URL, Author, Web Part Title, Created On, Last Modified, Page Size (in KB), Total Size (in KB)
Web Parts Utilization	Displays information about utilization (size, used web pages, etc.) of all the web parts in the site's web part gallery	Web URL, Web Title, Web Part Title, Web Part Name, Web Page Title, Web Page URL, Parent Folder, Author, Created On, Last Modified, Size (in KB)

1.5 Configuration Reports

SharePoint Farm Reporter provides the following built-in reports in the configuration reports category:

Report Name	Description	Fields
Alternate Access Mappings	Displays the public URLs from Alternate Access Mappings Configured in the web application	Web Application, Internal URL, URL Zone, Public URL for Zone
Alternate Access Mappings - External Resource	Displays the public URLs from Alternate Access Mappings Configured in the external Web Application	Web Application, Internal URL, URL Zone, Public URL for Zone
Data Retrieval Settings	Displays information about data retrieval settings such as data retrieval services, limit response size, data source timeout etc.	Web Application, Inherit Central Administration Application Settings, Data Retrieval Services, Limit Response Size (in KB), Data Source Time-out (in seconds), Services Enabled, Update Support Enabled
List General Settings	Displays general settings information about the list such as versioning enabled, version limit, etc.	Web URL, Web Title, Base Template, List Name, Description, Attachments Enabled, On Quick Launch Bar, Permission Inheritance, Versioning Enabled, Minor Versions Enabled, Folder Creation Enabled, RSS Enabled, Major Version Limit, Major With Minor Version Limit, Unique Role Assignments, Force Check Out, Allow Content Types, Allow Everyone To View Items
List Templates	Displays information about all the list templates available in the site	Web URL, Web Title, List Template, Internal Name, Description, Document

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		Template, Type, Base Type, Category Type, On Quick Launch, Is Custom Template
Site Collection Workflow Templates	Displays information about the workflow templates configured in each site collection	Web Application, Site URL, Workflow Template Name, Description, Associations, In Progress
Site Columns	Displays all the site columns that are available in the site	Web URL, Web Title, Column Name, Type, Type Display Name, Group, Description, Required
Site Content Types	Displays all the site content types that are available in the site	Web URL, Web Title, Content Type, Description, Group, Document Template, Document Template URL, Read Only Version, Column Reference
Site Settings	Displays site settings information like time zone, theme, template etc.	Web URL, Web Title, Description, Time Zone, Theme, Template, Quick Launch Enabled, Tree View Enabled, RSS Enabled
Site Workflows (SharePoint-2010 Only)	Displays the information about workflows configured in each site	Web URL, Web Title, Workflow Name, Initiator, Started On, Last Run, Workflow Status, Task Title, Task Assigned To, Due Date, Task Status, Outcome
Web Application E-Mail Settings	Displays information about the e-mail settings for the web application	Web Application, From Address, Reply To Address, Outbound SMTP Server
Web Application General Settings	Displays web application general settings information such as default time zone, default quota template, maximum number of alerts etc.	Web Application, Default Time Zone, Default Quota Template, Presence Enabled, Maximum Upload Size (in MB), Alerts Enabled, Alerts Limited, Maximum Alerts, RSS Feeds Enabled, Blog API Enabled, Blog API Authentication Enabled, Security Validation Enabled, Security Validation Expires, Security Validation Timeout (in minutes), Send Login Credentials By E-Mail, Event Handlers Enabled, Delete Log Entries, Log Retention Period (in days), Recycle Bin Enabled, Recycle Bin Cleanup Enabled, Recycle

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		Bin Retention Period (in days), Second Stage Recycle Bin Quota (in percentage)
Web Parts	Displays information all the web parts available in each site, user who created the web part etc.	Web URL, Web Title, Web Part Title, Web Part Name, Parent Folder, Author, Created On, Last Modified, Size (in KB)

1.6 System Requirements

SharePoint Farm Reporter must be installed in the web front-end server or application server in the SharePoint 2010 / 2007 farm.

SharePoint 2010 farms

<i>Processor</i>	Intel Pentium processor
<i>Disk Space</i>	Minimum of 20 MB of free disk space
<i>Operating System</i>	Windows Server 2008 with .NET Framework 3.5 or higher with the latest service packs.
<i>Software</i>	Microsoft SharePoint Server 2010 (or) Microsoft SharePoint Foundation 2010, with latest Service Pack. Microsoft Data Access Components (MDAC) only. Microsoft SQL Server 2008 (Enterprise / Standard / Developer / Express edition) or Microsoft SQL Server 2005 (Enterprise / Standard / Developer / Express edition) running in local / remote computer with latest Service Pack.

SharePoint 2007 farms

<i>Processor</i>	Intel Pentium processor
<i>Disk Space</i>	Minimum of 20 MB of free disk space
<i>Operating System</i>	Windows Server 2003 (or) Windows Server 2008 with .NET Framework 3.0 or higher with the latest service packs.
<i>Software</i>	Microsoft Office SharePoint Server 2007 (or) Windows SharePoint Services 3.0 with latest Service Pack. Microsoft Data Access Components (MDAC) only Microsoft SQL Server 2008 (Enterprise / Standard / Developer

/ Express edition) or Microsoft SQL Server 2005 (Enterprise / Standard / Developer / Express edition) running in local / remote computer with latest Service Pack.

1.7 How to Activate the Software?

Once you purchase the software online or through any one of our resellers, you will receive a sale notification through e-mail from our sales department. We will send you an e-mail with the necessary instructions to activate the software.

In case you do not receive an e-mail from our sales team after you purchase the software, please send the following information to our sales department at sales@vyapin.com with the sales order number:

- **Company Name:** End-user Company Name
- **Location:** City & Country for the Company Name given above

Please allow 12 to 24 hours from the time of purchase for our sales department to process your orders.

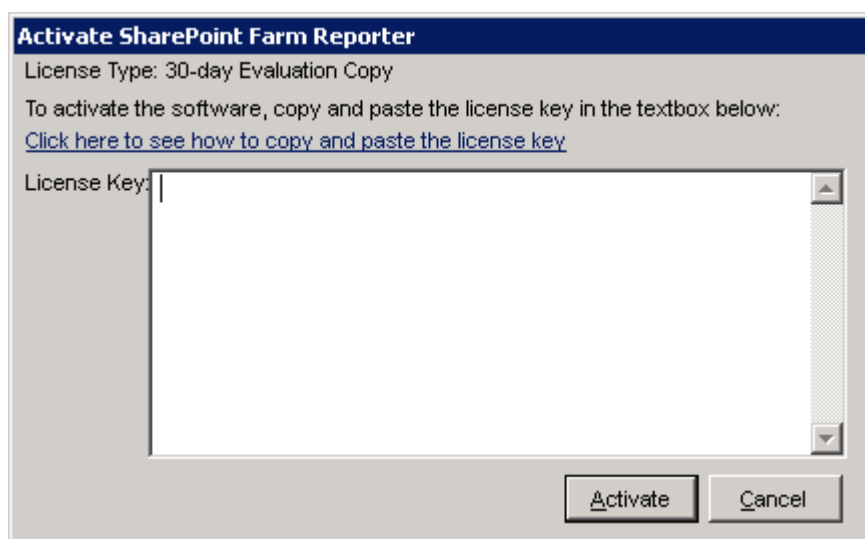


Image 1 - Activate screen

Perform the following steps to activate the software:

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1. Download evaluation/trial copy of software from the respective product page available in our website at <http://www.vyapin.com/>
2. Install the software on the desired computer.
3. You will receive a *license key* through e-mail as soon as the purchase process is complete.
4. Click '**Activate**' in **Help -> About -> Activate** menu to see the *Activate dialog* (as shown in Image 1).
5. Copy the *license key* sent to you through email, and pastes it in the '**License Key**' textbox. For help on *how to copy the license key*, click 'Click here to see how to copy and paste the license key' link in the *Activate dialog* (as shown in Image 2).

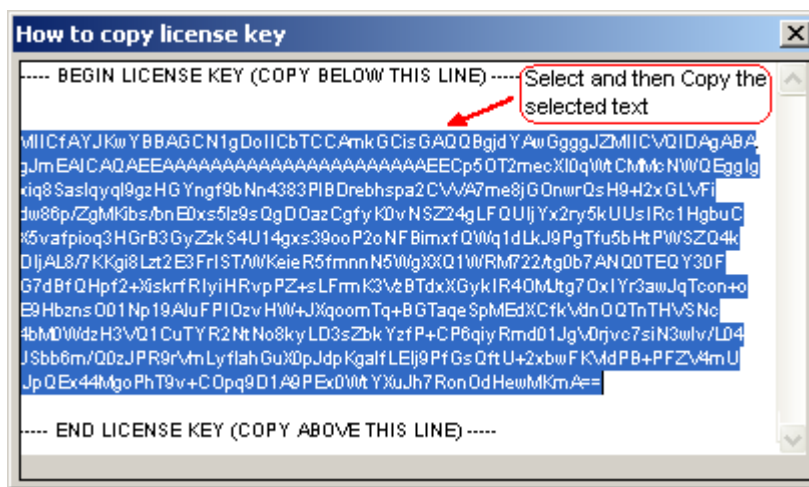


Image 2 - How to copy license key screen

2 Using SharePoint Farm Reporter

2.1 How to Get Started with SharePoint Farm Reporter?

Before beginning to use **SharePoint Farm Reporter** to generate reports, you must enable a few settings and configure the application database as outlined below:

- 1) SharePoint user permissions** - SharePoint Farm Reporter uses the currently logged on user account while running Quick Reports (under interactive mode) and uses 'Run As' account while running Power Reports task (run as a scheduled task or using Run Now option) to generate the corresponding reports.

SharePoint Farm Reporter requires the above mentioned user account to be:

- a)** Member of administrators group in SharePoint Server and Database Server
[This will be useful if you are generating reports for multiple SharePoint sites residing in different web applications]

OR

- b)** Application pool user account of a web application
[This will be useful if you are generating reports for a single web application hosting the SharePoint site]

OR

- c)** Farm Administrators group of the SharePoint farm

Recommendation: It may be of help to use a domain admin account who is member of administrators group in SharePoint and the SQL Servers to generate the SharePoint reports for all web applications seamlessly.

- 2) Audit Settings** - SharePoint Farm Reporter provides Audit Reports across Site Collections and Lists. You have to enable audit settings in Microsoft SharePoint Server 2010/MOSS/WSS to view the reports in SharePoint Farm Reporter.

a) How to configure audit settings in Microsoft SharePoint Server 2010?

Please visit: <http://office.microsoft.com/en-us/sharepoint-server-help/configure-audit-settings-for-a-site-collection-HA102031737.aspx> to view the detailed information about how to configure audit settings in Microsoft SharePoint Server 2010. You can also configure audit settings in Microsoft

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SharePoint Server 2010 using 'Audit Settings Manager' in SharePoint Farm Reporter.

b) How to configure audit settings in Microsoft Office SharePoint Server 2007 (MOSS)?

Please visit: <http://office.microsoft.com/en-us/sharepoint-server-help/configure-audit-settings-for-a-site-collection-HA010099726.aspx?pid=CH101237681033> to view the detailed information about how to configure audit settings in MOSS. You can also configure audit settings in MOSS using 'Audit Settings Manager' in SharePoint Farm Reporter.

c) How to configure audit settings in Windows SharePoint Services 3.0 (WSS)?

WSS does not provide a user interface to configure the audit settings. You can configure audit settings in WSS 3.0 using 'Audit Settings Manager' in SharePoint Farm Reporter.

Applicable Reports: Audit – Checked-In Items, Audit – Checked-Out Items, Audit – Copied Items, Audit – Deleted Lists, Audit – Deleted Sites, Audit – Group Member Changes, Audit – Item Actions, Audit – Page Visits, Audit – Permission Changes, Audit – Permission Level Changes, Audit – Profile Changed, Audit – Renamed Items, Audit – Restored Items, Audit – Search, Audit – Visited Items

3) Change Log Settings - Change Log Reports display information about the newly added, last modified and last deleted items in a SharePoint list (library, default built-in list or custom list) for a period of last N days or for the number of days in a data range. SharePoint Farm Reporter retrieves change information using SharePoint objects from the content database to present the reports to the user.

How to configure in SharePoint-2010: You can set the Change Log Retention period for the corresponding web application in its resource throttling settings [Central Administration > General Settings > Resource Throttling > Change Log] link in SharePoint Central Administration site.

You can view the last run time of timer job by clicking on the Change Log job corresponding to the destination web application using [Central Administration > Monitoring > Review Job Definitions] link in SharePoint Central Administration site.

You can view the status, progress, start time and server of the Change Log job using [Central Administration > Monitoring > Timer Job Status] link in SharePoint Central Administration site.

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How to configure in SharePoint 2007: You can set the Change Log Retention period for the corresponding web application [Central Administration > Application Management> Web Application General Settings > Change Log] link in SharePoint Central Administration site.

You can view the last run time of timer job by clicking on the Change Log job corresponding to the destination web application using [Central Administration > Operations > Timer Job Definitions] link in SharePoint Central Administration site. You can view the status, progress, start time and server of the Change Log job using [Central Administration > Operations > Timer Job Status] link in SharePoint Central Administration site.

You can view / modify the scheduled run time of the Change log job using the command line SharePoint Administration Tool (stsadm.exe) as shown in the article mentioned below:

Windows SharePoint Services - Job-change-log-expiration: Stsadm property
<http://technet.microsoft.com/en-us/library/cc424964.aspx>

Office SharePoint Server - Job-change-log-expiration: Stsadm property
<http://technet.microsoft.com/en-us/library/cc424949.aspx>

Applicable Reports: Newly Added Items, Last Modified Items, Last Deleted Items, List Activity, Site Activity

- 4) STS Log Settings** - SharePoint Farm Reporter collects information from STS log files for the reports stated below. These reports require STS logging to be enabled to generate the report.

How to configure in SharePoint-2010: Enable the "Usage data collection" and "Configure web analytics and health data collection" options in the "Configure usage and health data collection" section in SharePoint Central Administration.

Please Visit <http://technet.microsoft.com/en-us/library/ee663480.aspx> to view detailed information about how to enable STS logging.

How to configure in SharePoint 2007: Enable the "Processing Settings" and "Logging Settings" options in Configure Usage Analysis Processing in the SharePoint Central Administration.

Please Visit <http://support.microsoft.com/kb/825541> to view detailed information about how to enable STS logging.

Applicable Reports: Page Hits, Page Hits - Monthly Usage, Site Visitors, Site Visitors - Monthly Usage, Site Hits Summary, Site Hits Summary - Monthly Usage, List Hits, List Hits - Monthly Usage

CHAPTER-2-Using SharePoint Farm Reporter

- 5) IIS Log Settings** - SharePoint Farm Reporter collects information from IIS log files for the mentioned reports. These reports require IIS logging to be enabled to generate the report.

How to configure: Enable the "Enable Logging" option in IIS for the web application.

Please Visit: [http://technet.microsoft.com/en-us/library/cc754631\(Ws.10\).aspx](http://technet.microsoft.com/en-us/library/cc754631(Ws.10).aspx) to view detailed information about how to enable IIS logging.

Applicable Reports: Page Visits, List Visits

- 6) SQL Server Settings-** SharePoint Farm Reporter uses SQL Server database for its data storage to generate SharePoint reports. It requires SQL Server 2005 or SQL Server 2008 (Enterprise / Standard / Express editions) to connect and create a database. SharePoint Farm Reporter will connect to the specified SQL Server based on the authentication mode and user credential to manage its own application databases. You have to specify the suitable **SQL Server settings** in *SharePoint Farm Reporter* to view these reports in SharePoint Farm Reporter.

SharePoint Farm Reporter uses the USER ACCOUNT based on the SQL authentication mode set in **SQL Server settings** in SharePoint Farm Reporter to create database and store report data.

The USER ACCOUNT denotes the currently logged on user account while running Quick Reports (under interactive mode) and denotes the 'Run As' account while running Power Reports task (run as a scheduled task or using Run Now option). You can also use an exclusive SQL user account to create and manage its own application database. Please note that SharePoint Farm Reporter requires the USER ACCOUNT to have sufficient privileges to create, add and delete database in the SQL server.

SharePoint Farm Reporter Features

SharePoint Farm Reporter features are broadly classified as follows:

- A. Quick Reports** - Provides a set of SharePoint configuration, permissions, usage and audit reports for web application, site collection, site and list and their items. This task option is ideally suited for quick glance of the current SharePoint information.
- B. Custom Reports** - Facilitates customizing SharePoint Farm Reporter's Quick Reports output by selecting the desired fields and their field order.
- C. Power Reports** - The Power Reports uses 'Task' based approach that allows you to select multiple reports with customized (sub-set) fields, defines report criteria and schedule export of reports periodically. This feature will enable the user to export multiple reports for several sites / lists in SharePoint at periodic intervals.

2.2 SharePoint Farm Reporter Settings

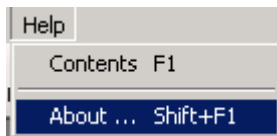
SharePoint Farm Reporter requires the following settings to be configured to generate reports.

Settings	Description
SQL Server Settings	SharePoint Farm Reporter maintains its application database(s) in SQL Server. To create and maintain database in SQL Server, specify the SQL Server (Enterprise / Standard / Developer / Express edition) and authentication method. The user account specified must have sufficient privileges to create and delete the database in SQL Server.
Directory Server Settings	SharePoint Farm Reporter uses the Directory Server to retrieve AD information like group membership, user information etc. Specify the Global Catalog Server for the Directory Server Name and the corresponding user credentials.
Email Settings	SharePoint Farm Reporter will use the SMTP Server and From Address to e-mail the reports to the respective recipients.
IIS Log Files Directory	SharePoint Farm Reporter uses IIS log files for generating a few reports. Specify the IIS Log Files Directory for each front-end web server in the SharePoint farm to run such reports.
Audit Settings	Specify the events that should be audited for documents, Items, lists, libraries, and sites within the site collection. If you are enabling Audit for the first time, SharePoint will begin auditing the selected events from the configuration date/time.
Profile Manager	SharePoint Farm Reporter can store your logon information for SharePoint sites using Windows Stored User Names and Passwords applet. The stored profiles will be used to connect to SQL Server when necessary.
Export Settings	SharePoint Farm Reporter will use the Export Path and File format as default settings to export the report.
Publish Settings	SharePoint Farm Reporter will use the Publish URL, File format and File option as default settings to publish the report.

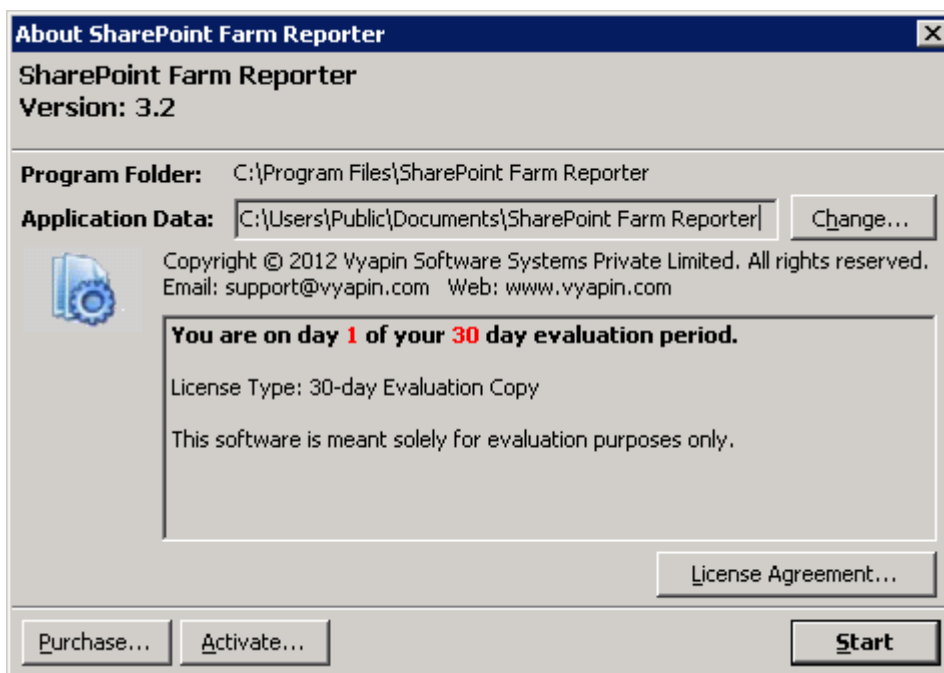
2.3 Change Application Data Folder Location

SharePoint Farm Reporter enables you to **change Application Data folder location**, where its application settings and error log are stored, at any time after installing SharePoint Farm Reporter software. To change the Application Data folder location, perform the following steps given below:

- 1) Select **About ...** from **Help** menu



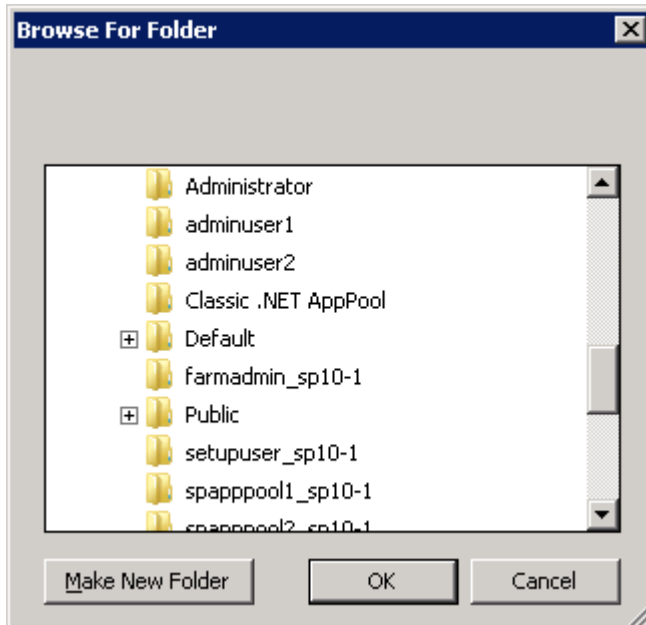
- 2) The **About SharePoint Farm Reporter** dialog appears as shown below:



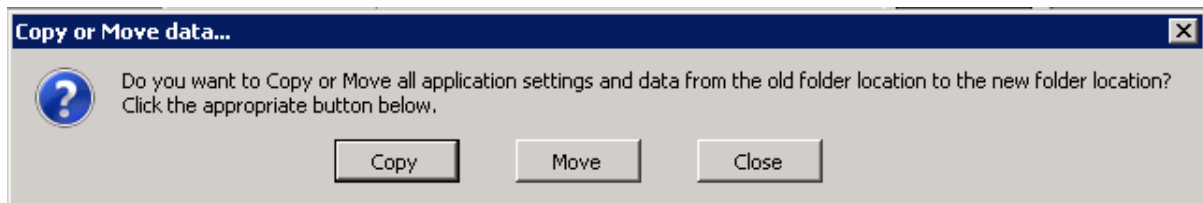
- 3) Click **Change...** button to *change Application Data* folder location of SharePoint Farm Reporter application.

The **Browse For Folder** location dialog will appear as shown below:

CHAPTER-2-Using SharePoint Farm Reporter




- 4) Select a desired folder location and Click **OK**. The folder location can be local drives or mapped network drives.
- 5) SharePoint Farm Reporter provides an option to copy or move the existing SharePoint Farm Reporter application settings and error log to the new location once you change the Application Data Folder. Once you specify the new Application Data folder location, SharePoint Farm Reporter will prompt you to copy or move existing SharePoint Farm Reporter application settings to the new location as shown below:

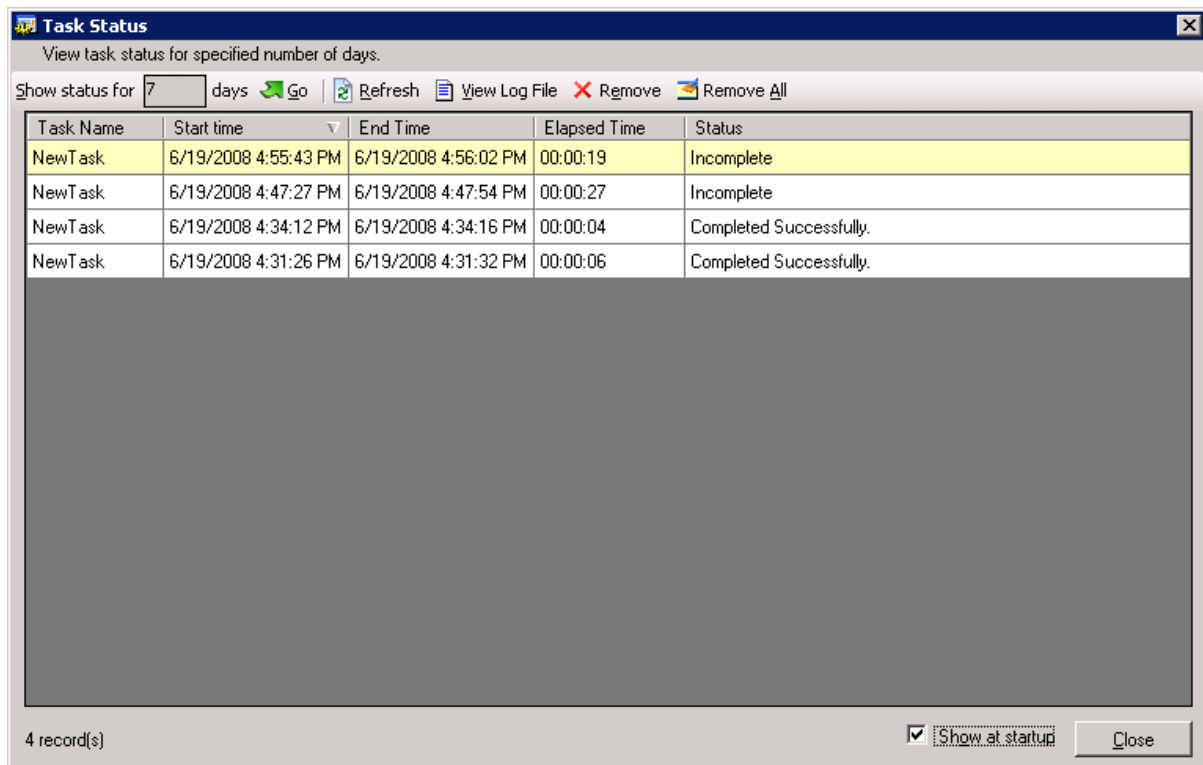


- 6) Click the desired action (**Copy / Move / Close**) to proceed. SharePoint Farm Reporter will use the *new Application Data folder location* henceforth.

2.4 Task Status

To view and manage task status of a selected task:

- 1) Select **Tools > Show Task Status** from the main window or Click  Task Status from Power Reports Actions Pane.
- 2) The **Task Status** dialog appears as shown below:



You can perform the following actions in the **Task Status** dialog:

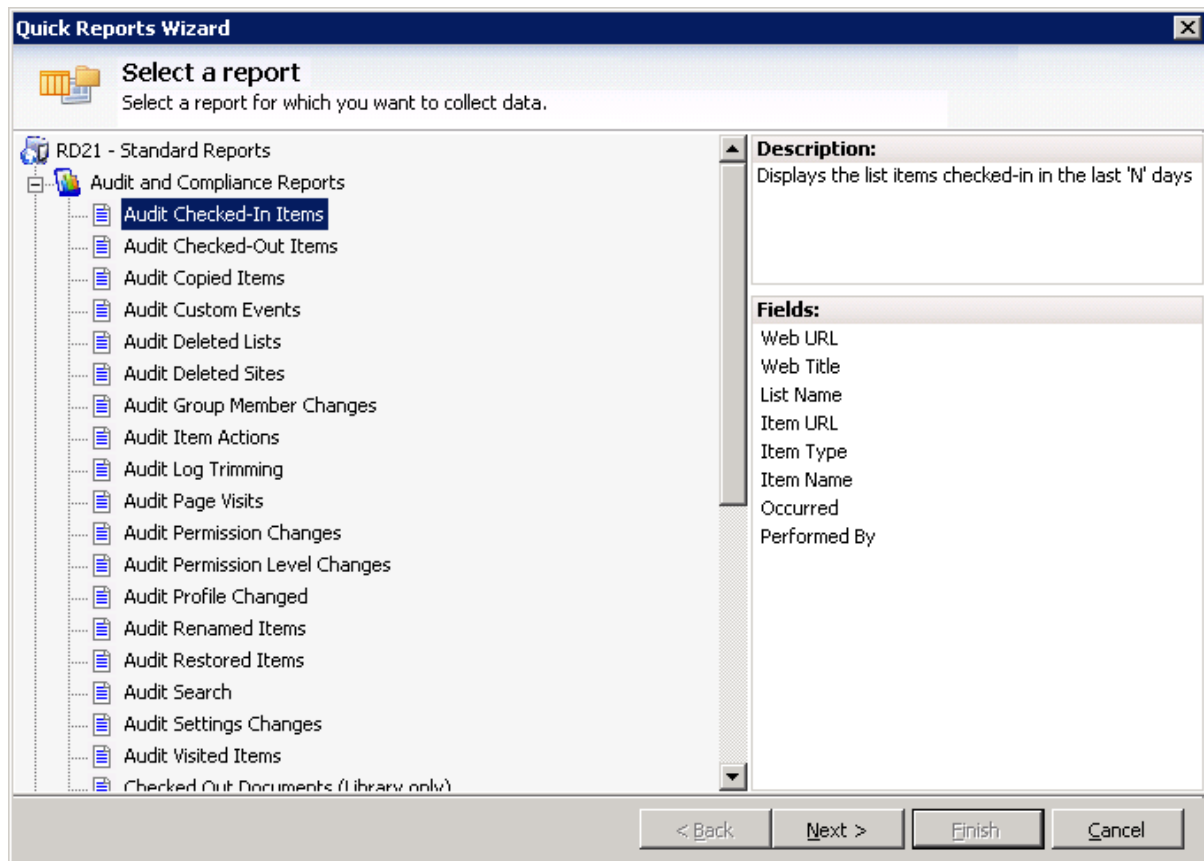
- a) **Show status for <n> days:** Upon clicking **Go** button, displays task history entries of all tasks that were run within the specified number of days.
 - b) **Refresh:** Reloads the task history entries and updates the newly run tasks (if any).
 - c) **View log file:** Displays activity log of the currently selected task history item.
 - d) **Remove:** Removes the currently selected task history entry and its associated log folders and files.
 - e) **Remove all:** Removes all task history entries and their associated log folders and files that are currently displayed.
- 3) Click **Close** button to close this window.

3 Quick Reports

3.1 How to Generate a Quick Report?

By using **Quick Reports**, you can generate any report available under different categories like Audit and Compliance Reports, Security Reports, Policy Reports, Usage Reports and Configuration Reports.

Click **File ->Quick Reports** to invoke **Quick Reports Wizard**.



Select any desired report and **click Next** to continue.

CHAPTER-3-Quick Reports


This will display a window as shown below:

Select any of the following scopes for the report to be viewed:

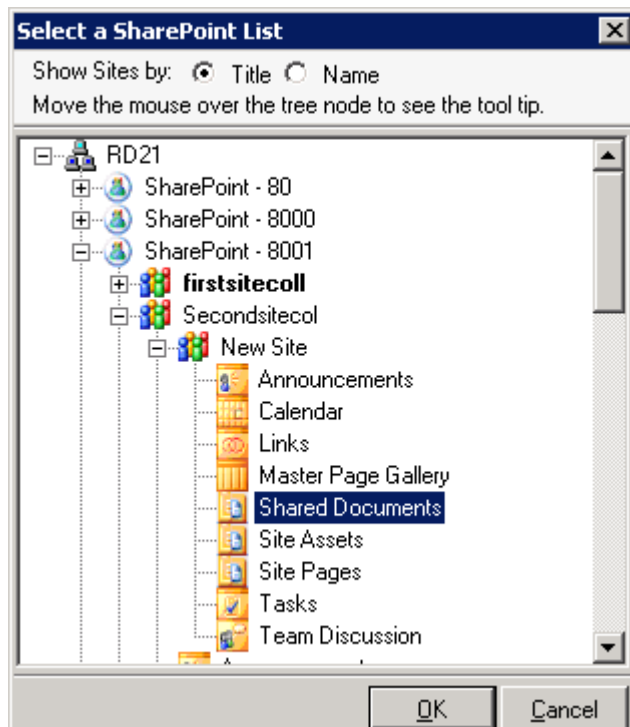
- a) All lists in the connected site and its sub-sites** - If URL entered is a valid site URL, SharePoint Farm Reporter retrieves report information for all lists in the connected site and its sub-sites.
- b) All lists in the connected site** - Retrieves report information for all the lists in the connected site.
- c) Connected list only** - Retrieves report information for the connected list only.

By default, **All lists in the connected site and its sub-sites** option will be selected.

To connect to a particular site or list:

- a)** Type full URL of the site in the format `http://servername:port number/sitename` or `http://servername:port number/sitename/listname` for the scope option selected. (or)
- b)** You can also Click  button to show the Select a **SharePoint List** or **Select a SharePoint Site** dialog as shown below:

CHAPTER-3-Quick Reports



When you select **All lists in the connected site and its sub-sites** or **All lists in the connected site** option, you may view the report data only for the lists that belongs to a particular list template (e.g. Document Library, Picture Library).


Click **Get List Templates** button to enumerate all the lists that are available in the selected URL. By default, 'All' will be selected, which collects data for all the lists in the site.

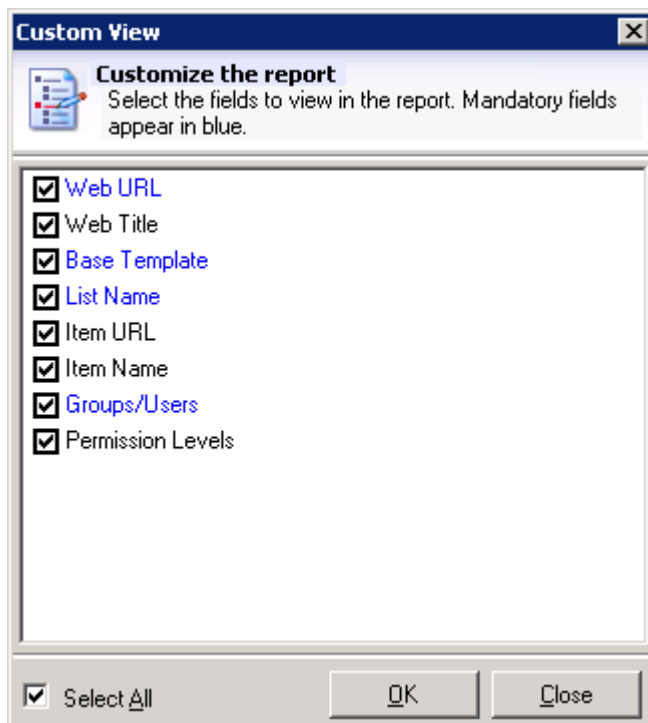
Click the **Finish** button to view the report.

Quick Reports	Power Reports	Custom Reports	Quick Filter	Custom View	Find	Refresh	Publish	Export	E-mail	Print Preview
Report:	Audit Checked-In Items	URL:	http://rd24:8000/							
Scope:	All lists in the connected site and its sub-	Group by:	Web URL	Date range:	Last 30 days					
Web URL	Web Title	List Name	Item URL	Item Type	Item Name	Occurred	Performed By			
http://rd24:8000	firstsitecoll	sales force management	sales force management/out/1	Document	NA	8/3/2012 3:33:16 PM	VSSLAB\yuan			
						8/3/2012 3:34:33 PM	VSSLAB\yuan			
						8/3/2012 3:36:02 PM	VSSLAB\yuan			
						8/3/2012 3:42:28 PM	VSSLAB\yuan			
						8/3/2012 3:49:01 PM	VSSLAB\yuan			
						8/3/2012 3:50:57 PM	VSSLAB\yuan			
						8/3/2012 3:51:48 PM	VSSLAB\yuan			
						8/3/2012 3:53:58 PM	VSSLAB\yuan			
						8/3/2012 3:57:35 PM	VSSLAB\yuan			
						8/3/2012 3:58:40 PM	VSSLAB\yuan			

Number of rows: 42


3.2 Custom View

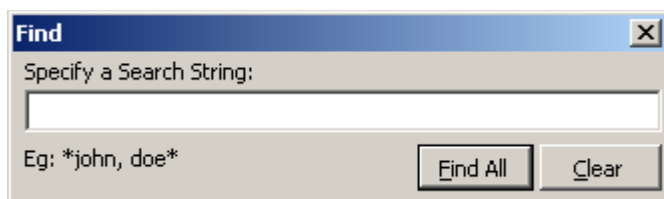
Click  Custom View button in the toolbar. Select the fields to view in the report.



Click **OK** button to view the customized report data in the grid.

3.3 Find Data

To search for data in a report, Click  button and just type the character(s) or words you want to find in the find edit box, available in the find window, and then Click the **Find All** button.



You can use the "*" wildcard character in the search criteria. The "*" wildcard character acts as a place holder for zero or more characters. However, note that you cannot use the "?" wildcard character in the search criteria.

For instance, if you want to search for 'URL' in a report, Type URL, without quotations, in the edit box, and then Click on Find Button. For all the matches found, SharePoint Farm Reporter highlights the corresponding columns in the grid.

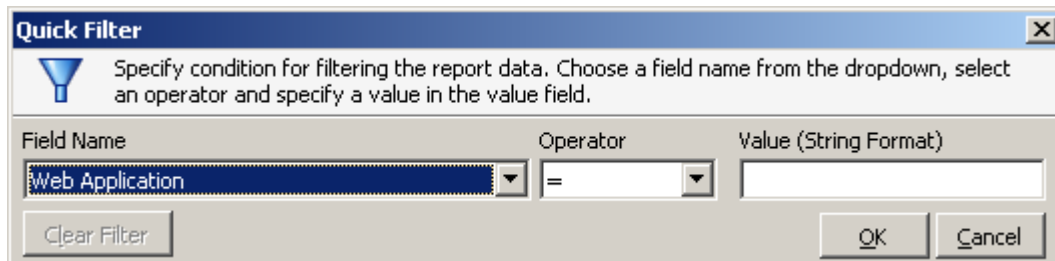
NOTE: The search criteria should not be enclosed within quotation marks.

The following table summarizes the behaviour of the find feature.

john doe	Searches the report for john doe followed by zero characters.
*/default.aspx	Searches the report for /default.aspx starting with zero or more characters and ending with zero characters
library	Searches the report for library starting with zero or more characters and ending with zero or more characters.
Document Center*	Searches the report for Document Center starting with zero characters and ending with zero or more characters.

3.4 Filter Data

Click  button in the toolbar to specify the conditions for filtering report data.




The image shows a 'Quick Filter' dialog box. It has a title bar with the text 'Quick Filter' and a close button. Below the title bar is a blue header area with a funnel icon and the text: 'Specify condition for filtering the report data. Choose a field name from the dropdown, select an operator and specify a value in the value field.' The main area contains three fields: 'Field Name' with a dropdown menu showing 'Web Application', 'Operator' with a dropdown menu showing '=', and 'Value (String Format)' with an empty text box. At the bottom left is a 'Clear Filter' button, and at the bottom right are 'OK' and 'Cancel' buttons.

Select a field from the drop-down and specify the value for filtering the report data. Click **OK** button to view the data filtered report.

3.5 Refresh Data

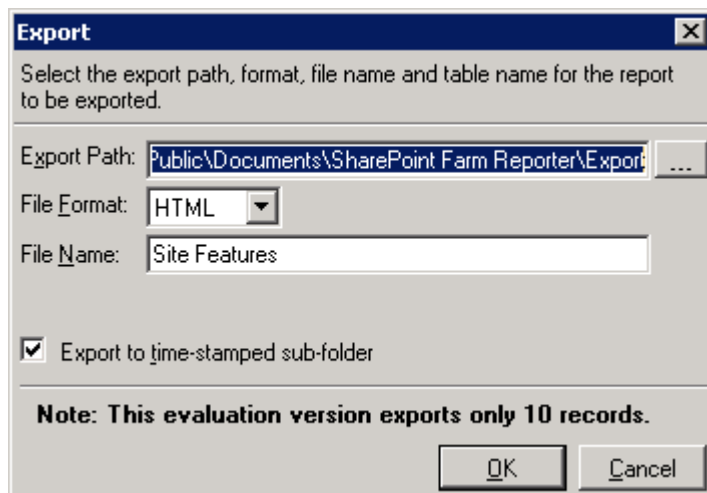
SharePoint Farm Reporter displays data from the local data store until the data is refreshed.

To **“Refresh”** data, Click  button in the toolbar to recollect the data from the SharePoint again.

NOTE: Once you closed the report window and generate the same report again, SharePoint Farm Reports collects the fresh data from the SharePoint.


3.6 Export Report

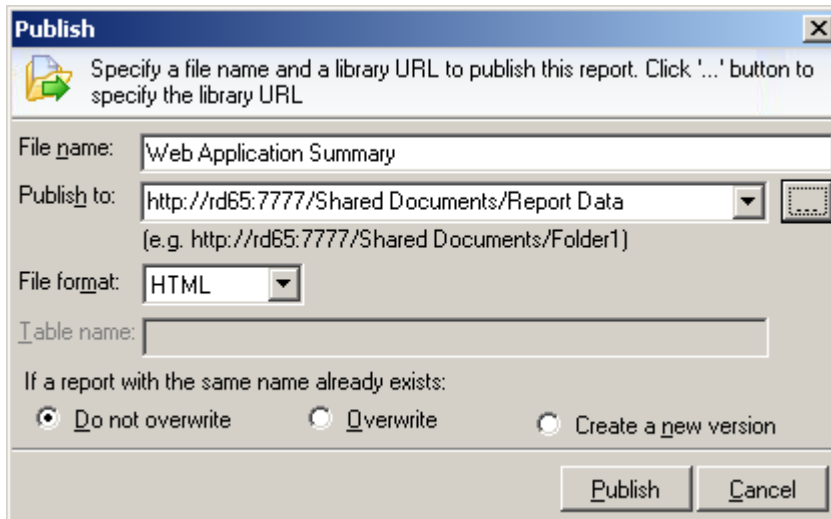
Click  button in the toolbar to export report data. **Export** Options dialog will be displayed as shown below:



- 1) **Select** or enter a valid export path, where the report should be stored.
- 2) **Enter** a valid file name for the report to be stored.
- 3) **Select** a file type / file format for the export file. If the file type is 'MDB', you can additionally specify the table name.
- 4) Click **OK** button to save the report in the specified path.

3.7 Publish Report

Click  button in the toolbar to publish the report to a SharePoint Library. Publish dialog will be displayed as shown below:




The 'Publish' dialog box is shown with the following fields and options:

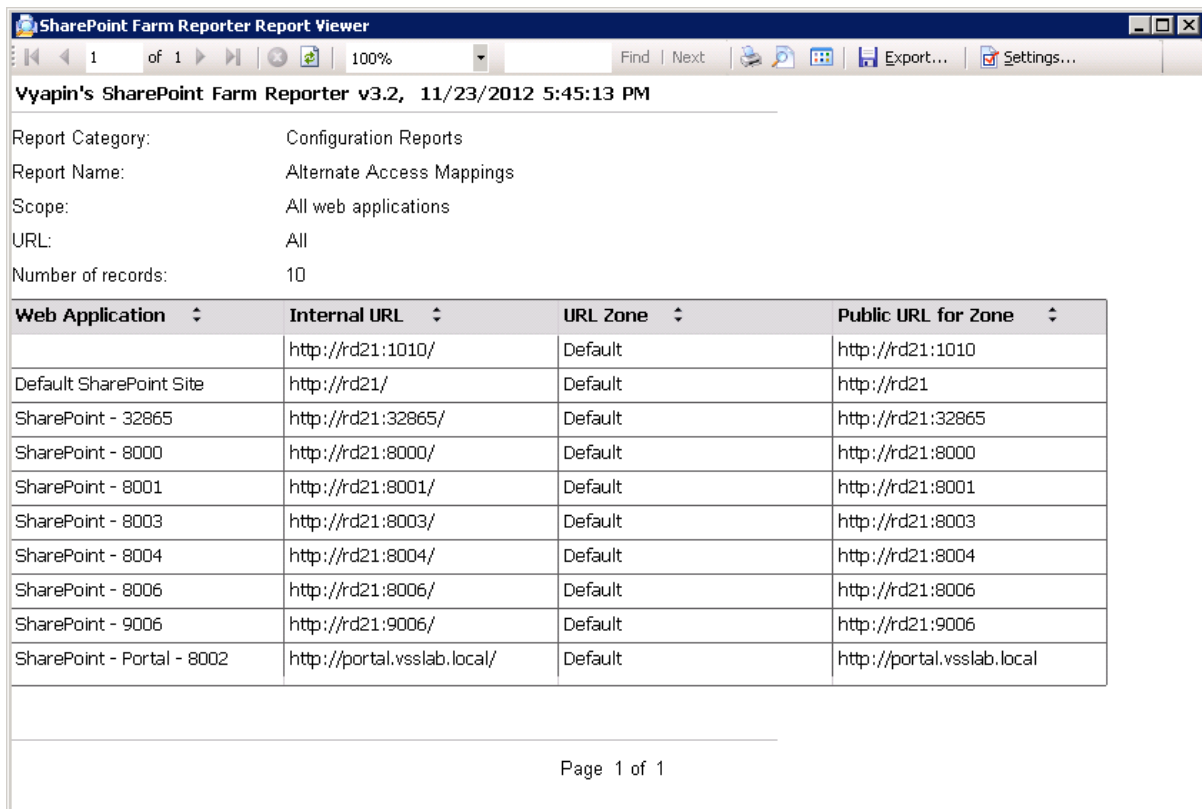
- File name:** Web Application Summary
- Publish to:** http://rd65:7777/Shared Documents/Report Data (with a browse button icon to the right)
- File format:** HTML (with a dropdown arrow)
- Table name:** (empty text box)
- If a report with the same name already exists:**
 - ☒ Do not overwrite
 - ☐ Overwrite
 - ☐ Create a new version
- Buttons:** Publish, Cancel

- 1) **Enter** a file name for the report to be published.
- 2) **Select** a SharePoint library or folder location, where the report should be published.
- 3) **Select** a file format in which report should be published. If the publish type is 'MDB', you can additionally specify the table name.
- 4) **Select** a report existence check option as required.
- 5) Click **Publish** button to publish the report to a SharePoint library or folder or Click **Cancel** to cancel the operation.

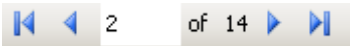





3.8 Print Report

Preview & Print report






Click  the button in the toolbar to **preview and print reports**. This will bring up the report viewer and will be displayed as shown below:

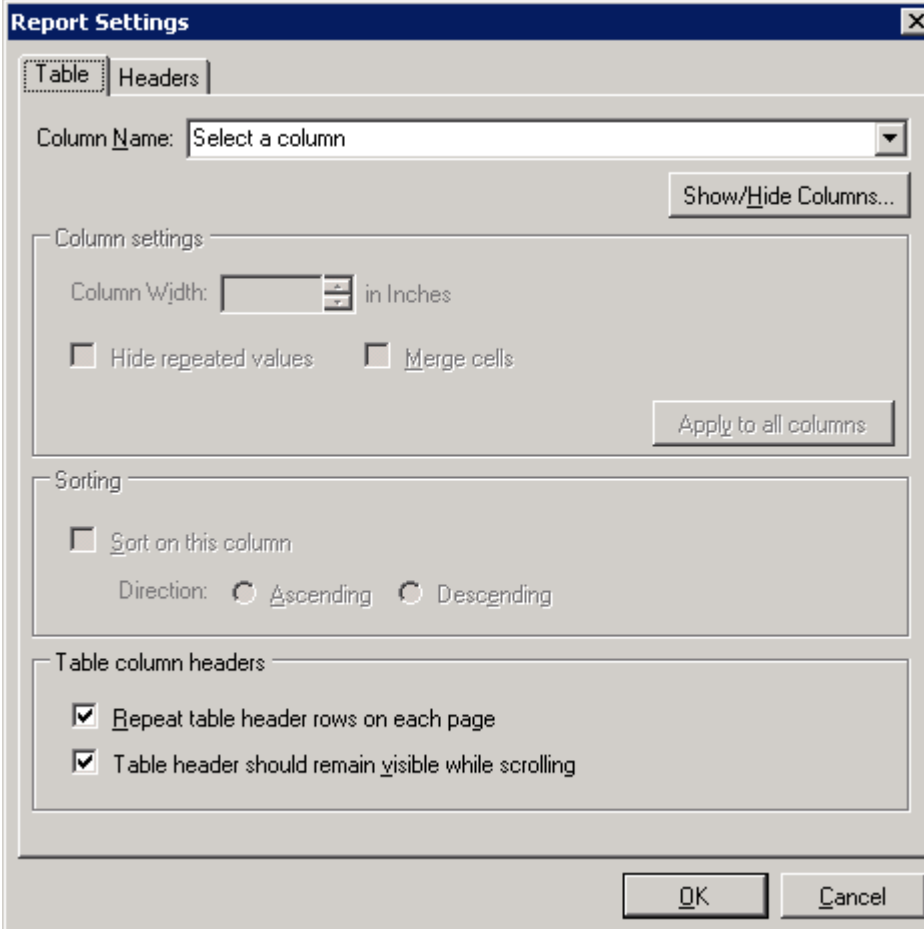


Web Application	Internal URL	URL Zone	Public URL for Zone
	http://rd21:1010/	Default	http://rd21:1010
Default SharePoint Site	http://rd21/	Default	http://rd21
SharePoint - 32865	http://rd21:32865/	Default	http://rd21:32865
SharePoint - 8000	http://rd21:8000/	Default	http://rd21:8000
SharePoint - 8001	http://rd21:8001/	Default	http://rd21:8001
SharePoint - 8003	http://rd21:8003/	Default	http://rd21:8003
SharePoint - 8004	http://rd21:8004/	Default	http://rd21:8004
SharePoint - 8006	http://rd21:8006/	Default	http://rd21:8006
SharePoint - 9006	http://rd21:9006/	Default	http://rd21:9006
SharePoint - Portal - 8002	http://portal.vsslab.local/	Default	http://portal.vsslab.local

- 1) Click the **Navigation** buttons  to navigate through the report pages.
- 2) Click the **Stop** Rendering button  to stop report rendering the report.
- 3) Click the **Refresh** button  to reprocess the report and reload the data from the cache.
- 4) Click the **Print** button  to print the report.
- 5) Click the **Print Layout** button  to toggle between the print preview and the report viewer page.
- 6) Click the **Page Setup** button  to change the print parameters of the page layout.

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- 7) **Select** the **Zoom control**  to enlarge or shrink the view size of the report.
- 8) **Click** the **Find** button  to find specific text within a report. The search is case-insensitive and begins at the page that is currently selected. Wildcards and Boolean search operators are not supported.
- 9) **Click** the **Next** button  to search for subsequent occurrences of the same search field value.
- 10) **Click** the **Export** button  **Export...** to export the report data in HTML, CSV, MDB, PDF, XLS and TIFF file formats.
- 11) **Click** the **Report Settings** button  **Report Settings...** to control the appearance of the report data. Or Press **Alt + S**



The image shows the 'Report Settings' dialog box with the 'Table' tab selected. The 'Headers' sub-tab is also active. The 'Column Name' dropdown is set to 'Select a column'. The 'Column settings' section includes a 'Column Width' field set to 2 inches, with 'Hide repeated values' and 'Merge cells' checkboxes. The 'Sorting' section has a 'Sort on this column' checkbox and 'Direction' options for 'Ascending' and 'Descending'. The 'Table column headers' section has two checked options: 'Repeat table header rows on each page' and 'Table header should remain visible while scrolling'. The 'OK' and 'Cancel' buttons are at the bottom right.


To modify the **Column Settings**:


Column width: The width of the report column can be increased up to a maximum of 10 inches (default 2 inches for all columns). Specify the values in the Column width text box to display the report columns with the specified column width.

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Merge repeated Cells: Select the ☒ **Merge repeated cells** checkbox to enable cell merging for the currently selected column. This option enables the data in the specified column to be merged together if its rows are repeated with same values.

Apply to all columns: Click the **Apply to all columns** button to apply the settings of the currently selected column to all the available report columns. By using this, the width and cell merging settings of the currently selected column can be applied to all other columns.

Sorting: You can interactively change the sort order while viewing a report by clicking the  **icon** (located next to the column header name) to sort them in ascending or descending order.

NOTE: The interactive sort done using the  **icon** is only for interactive viewing purposes and will not be reflected in the exported data. In order to "export" the data in a particular sorted order, you must instead use the report settings ☒ **Sort on this column** checkbox to regenerate the report with the specified sort direction for that column.

To modify the **Table column header settings:**

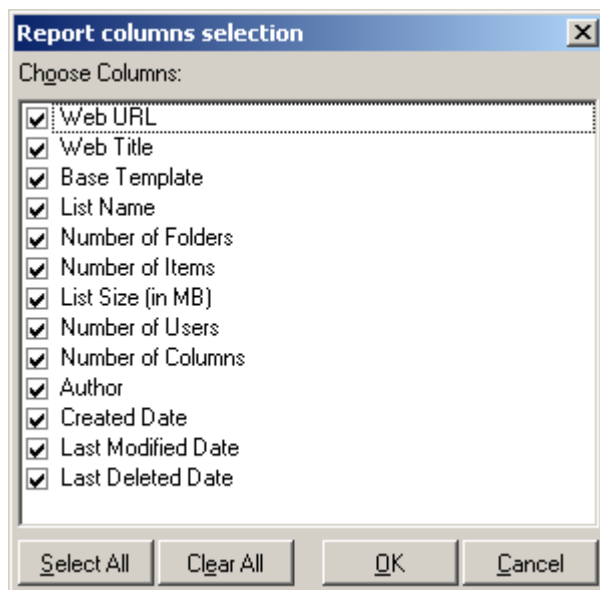
Select the ☒ **Repeat table header rows on each page** checkbox to display table header rows on each page on which the table appears.

Select the ☒ **Table header should remain visible while scrolling** checkbox to use a fixed header with the table. When you choose this option, the table header remains visible on the screen while the user scrolls down the page.

Showing and hiding the Report columns:

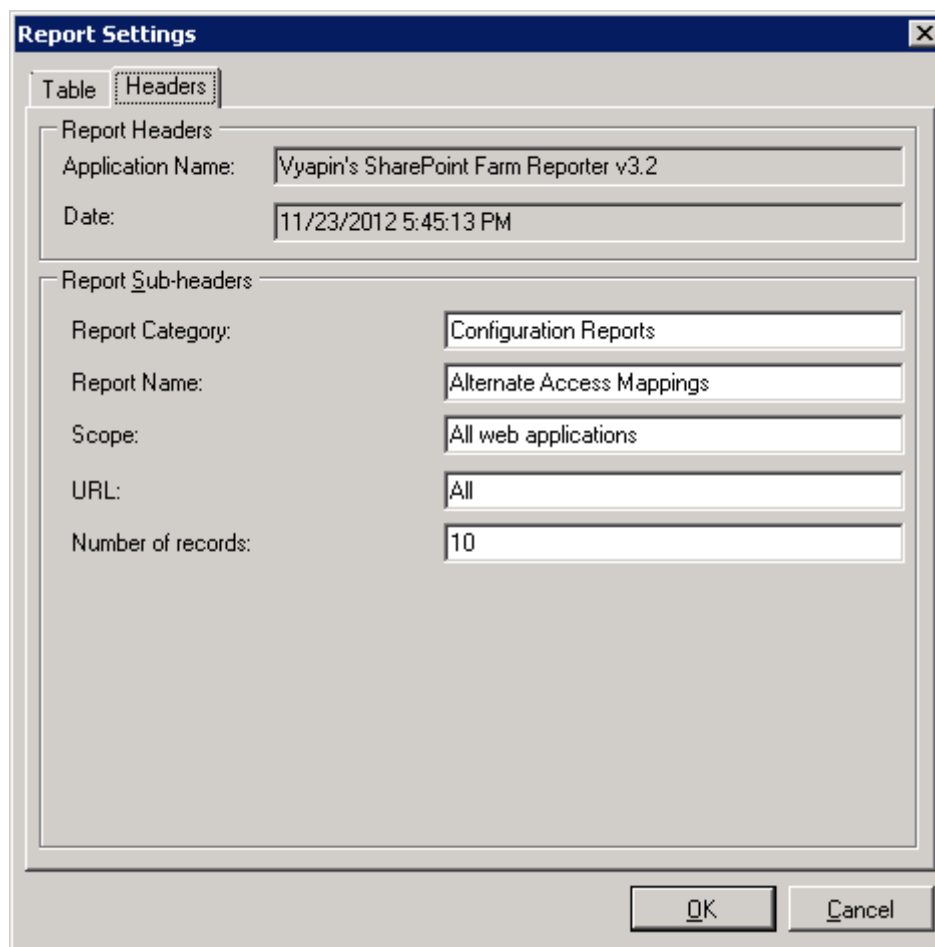
Click Show/Hide Columns button **Show/Hide Columns...** to select/remove the columns to view and export them.

CHAPTER-3-Quick Reports



Report Headers:


Select the **Headers** tab to view and edit the report sub-headers for the current report data.

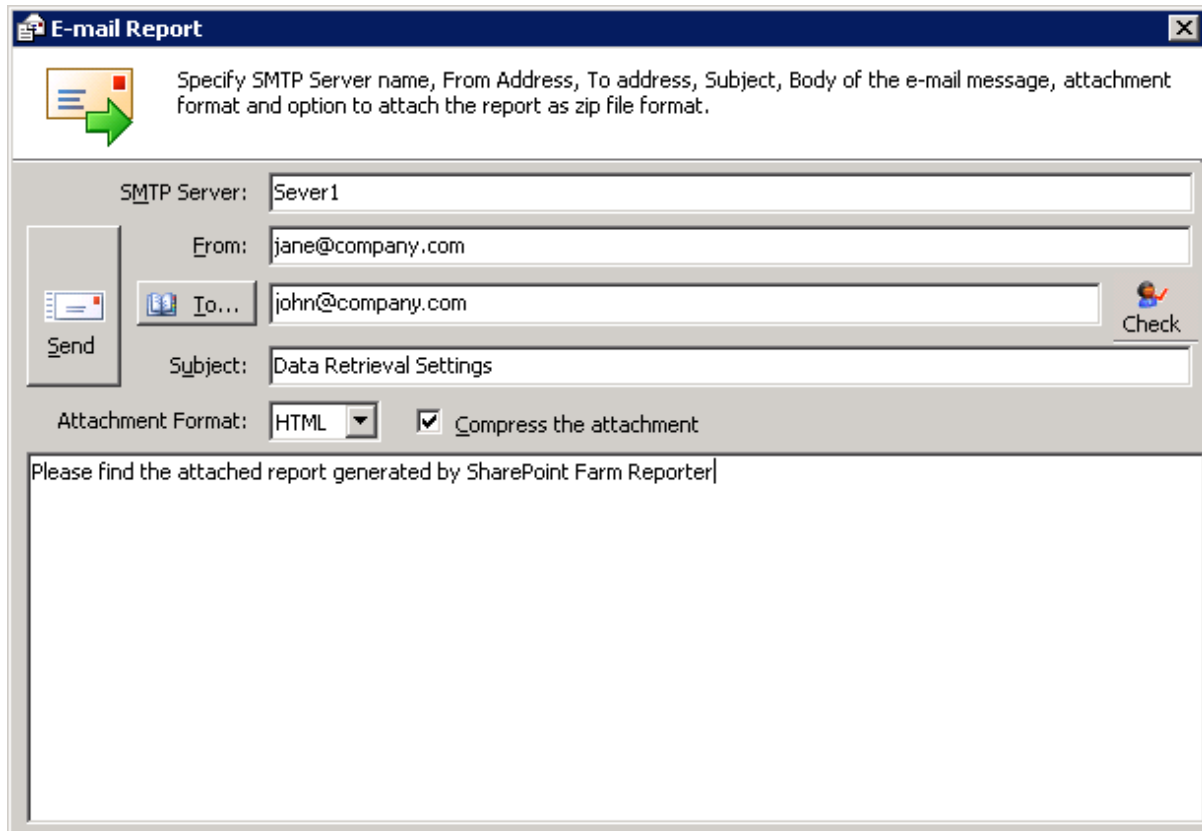


CHAPTER-3-Quick Reports


3.9 E-mail Report



Click  button in the toolbar to e-mail the report to e-mail recipients. E-mail dialog will be displayed as shown below:

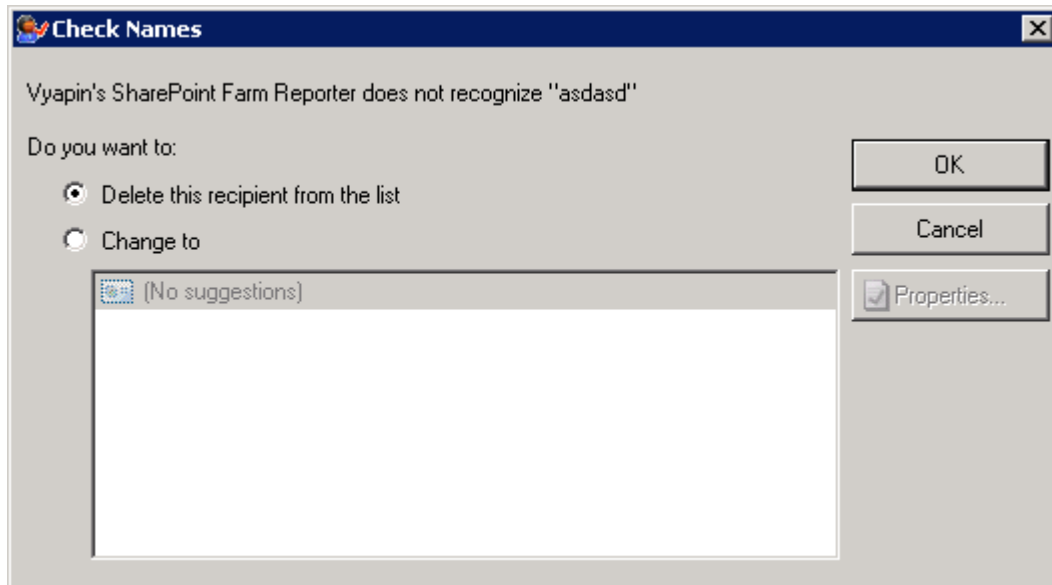
The image shows a Windows-style dialog box titled "E-mail Report". It contains a text area for instructions: "Specify SMTP Server name, From Address, To address, Subject, Body of the e-mail message, attachment format and option to attach the report as zip file format." Below this are several input fields: "SMTP Server:" with "Sever1" entered, "From:" with "jane@company.com", "To..." with "john@company.com", and "Subject:" with "Data Retrieval Settings". There is a "Send" button on the left and a "Check" button on the right. Below the input fields is a section for "Attachment Format:" with a dropdown menu set to "HTML" and a checked checkbox for "Compress the attachment". At the bottom is a large text area containing the text "Please find the attached report generated by SharePoint Farm Reporter|".

SharePoint Farm Report provides the option to e-mail the reports generated using Quick Reports. For e-mailing reports, SharePoint Farm Reporter requires SMTP Server, From E-mail Address, To E-mail Addresses (recipients separated by semicolon) and the report attachment format.

SharePoint Farm Reporter provides check name feature for recipient's name. To check name, Click  button. If name matches with trusted domain users in the Active directory, name entered in From address text box will be replaced by corresponding active directory user.

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If there is no match for the name entered by the user in Active Directory, a dialog will appear as shown below:



Select *Delete* option in the above dialog to remove the recipient name from To address text box. Click *Cancel* button to close this dialog and the unresolved recipient(s) will appear in **red** color.

Click **Send** button to send the report by e-mail to the selected recipients.

4 Power Reports

4.1 About Power Reports

SharePoint Farm Reporter provides an offline report generation tool called Power Reports. Power Reports tool allows the user to select multiple reports to be run for several SharePoint entities (namely, web applications, sites and lists), with powerful data filter options and finally run the reports at scheduled intervals. The Power Reports tool has the ability to export, publish, and print the reports to different network locations.

SharePoint Farm Reporter Power Reports Wizard will help you create and store the settings for a task in the Power Reports Task Manager. The scheduled task will take the schedule settings (Schedule Type, Run As parameter) provided using the SharePoint Farm Reporter Power Reports Wizard. The task will not run unless a valid password is specified for the Run As parameter.

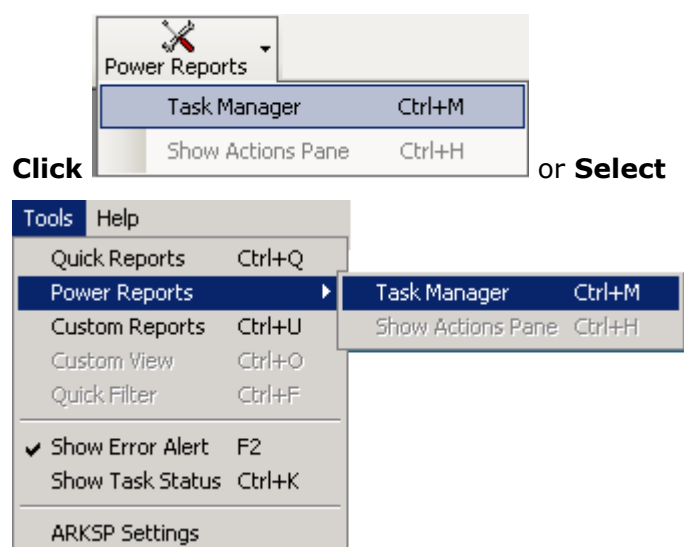
Please note the following information prior to using the Power Reports Wizard:

- a)** The report that is scheduled will be created as a task in Windows Task Scheduler. The Schedule Manager allows you to export / publish the reports in different file formats (MDB, CSV, HTML, PDF, TIFF and XLS) to the desired path/location and/or print the scheduled reports.
- b)** The export option follows the naming convention: <<export path>>\<<task name>>\<<report generated date and time>>\<<report name>>
- c)** For each file format (MDB / HTML / CSV / XLS / TIFF / PDF), a separate file will be created based on report category. For example, in MDB file format, for each report category an MDB file will be created.

4.2 Task Manager- Power Reports Task Manager

The Power Reports Task Manager allows you to perform the following operations:

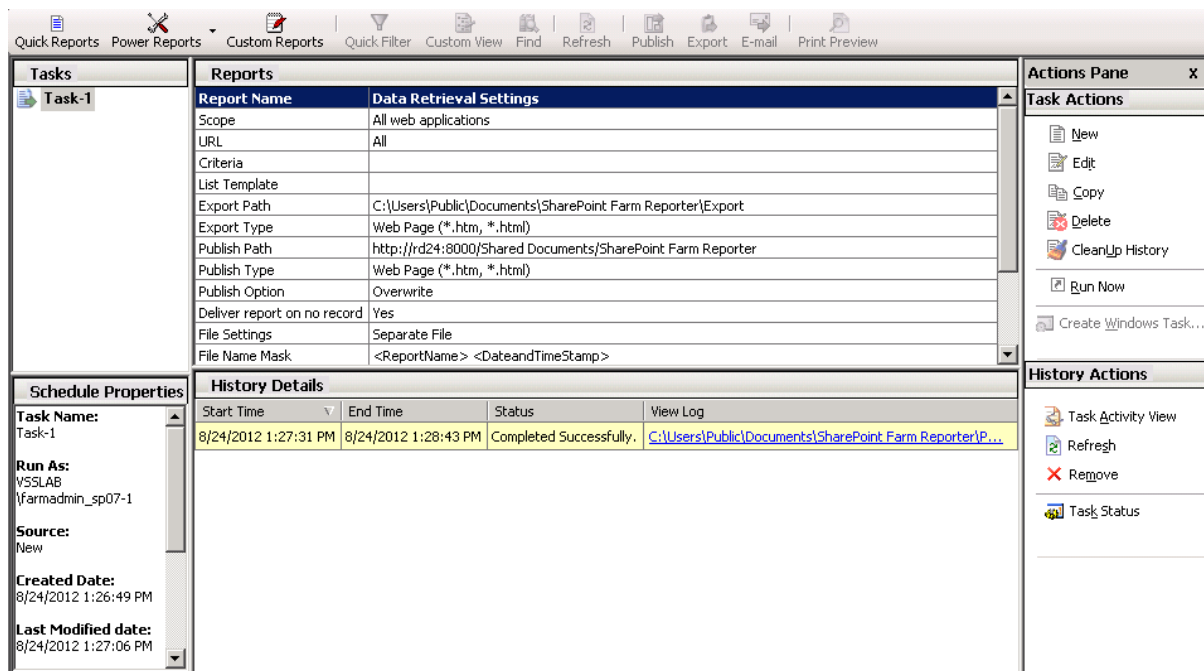
- **Create** a new task
- **Edit** an existing task
- **Copy** an existing task
- **Delete** a task
- **Run** the task immediately
- **Cleanup** task history
- **Task Activity View** shows the activity of each scheduled instance.



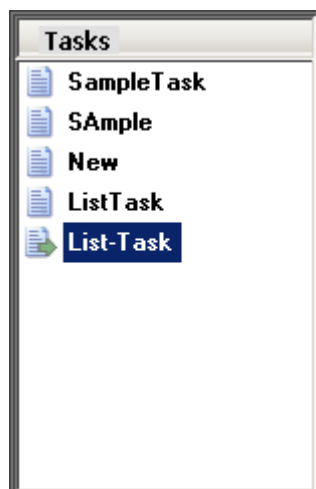
Or press **CTRL+M** to open the Task Manager window.

CHAPTER-4-Power Reports

Task Manager User Interface



Task List Pane - Lists the tasks created by SharePoint Farm Reporter. You can view the task details when you select / highlight a task.



Report Settings Pane - This pane shows the report settings for the selected task.

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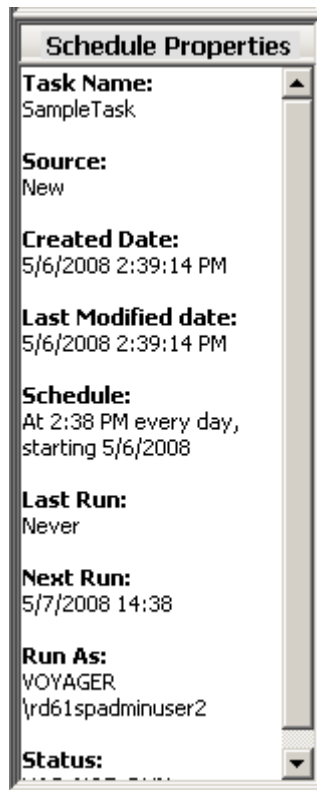
Reports	
Report Name	Data Retrieval Settings
Scope	All web applications
URL	All
Criteria	
List Template	
Export Path	C:\Users\Public\Documents\SharePoint Farm Reporter\Export
Export Type	Web Page (*.htm, *.html)
Publish Path	http://rd24:8000/Shared Documents/SharePoint Farm Reporter
Publish Type	Web Page (*.htm, *.html)
Publish Option	Overwrite
Deliver report on no record	Yes
File Settings	Separate File
File Name Mask	<ReportName> <DateandTimeStamp>
Header Name Masks	Report Category: <Report Category> Report Name: <Report Name> Scope: <Scope> URL: <URL> Number of records: <Number of records> Criteria: <Criteria> Date range: <Date range>
Report Name	List General Settings
Scope	All lists in the connected site and its sub-sites
URL	http://rd24:8000
Criteria	
List Template	All
Export Path	C:\Users\Public\Documents\SharePoint Farm Reporter\Export
Export Type	Web Page (*.htm, *.html)
Deliver report on no record	Yes
File Settings	Separate File
File Name Mask	<ReportName> <DateandTimeStamp>
Header Name Masks	Report Category: <Report Category> Report Name: <Report Name> Scope: <Scope> URL: <URL> Number of records: <Number of records> Criteria: <Criteria> List Template: <List Template> Date range: <Date range>

History Details Pane - The task history summarizes the scheduled invocation instances of the selected task in a table format. You can refer the 'Task Activity View' to view the details of a specific task schedule instance. You can view the errors in the log file listed in the 'View Log' field.

History Details			
Start Time	End Time	Status	View Log
6/5/2012 11:46:08 AM	6/5/2012 11:46:14 AM	Completed Successfully.	C:\Users\Public\Documents\SharePoint Farm Reporter\PowerReports\taskset1\taskset1...
6/5/2012 11:44:24 AM	6/5/2012 11:44:32 AM	Incomplete.	C:\Users\Public\Documents\SharePoint Farm Reporter\PowerReports\taskset1\taskset1...
6/5/2012 11:38:00 AM	6/5/2012 11:38:07 AM	Completed Successfully.	C:\Users\Public\Documents\SharePoint Farm Reporter\PowerReports\taskset1\2012060...

Schedule Properties Pane - Task Manager shows the schedule properties of the selected task.

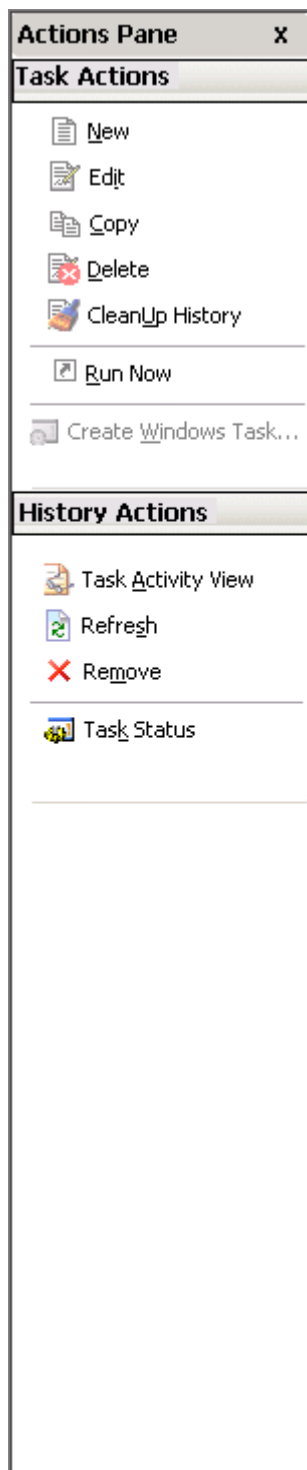
CHAPTER-4-Power Reports



Actions Pane - Enables you to perform operations on Tasks. Actions pane is visible by default. You can close it while you do not want to do any operations on the task.

Click **Power Reports > Show Actions Pane** from the tool bar or select **Tools > Power Reports > Show Actions Pane** from menu bar or press **CTRL+H** to activate the actions pane.

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4.3 New Task

Click **New** from Actions Pane or press **ALT+N** to open the **New Task** dialog.

New Task dialog is shown below:

New Task

Specify the following fields to create the Schedule Task. Click Add to select the reports for this task. Click Edit to change the settings for the selected report. Click Delete to remove the selected report.

Task name: SampleTask

Run as: VOYAGER\rd61spadminuser2 **Set Password...**
(Domain Name\ User Name)

Schedule task: Daily **Start time:** 02:38 PM **Advanced...**

Schedule Task Daily
Every 1 day(s)

Report Settings:

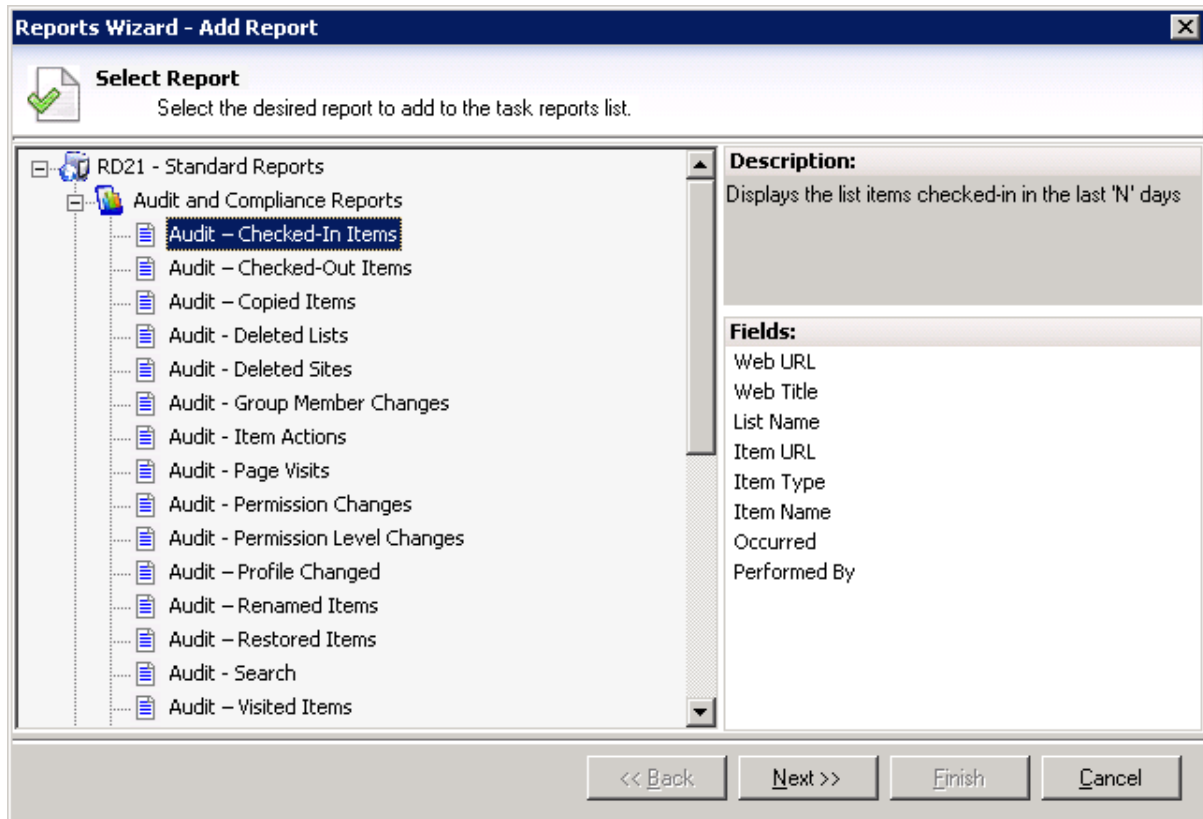
ReportName	Scope	URL	Criteria	ListTemplate	GroupBy	D.
------------	-------	-----	----------	--------------	---------	----

View Report Settings **+ Add** **Edit** **X Delete** **OK** **Cancel**

Specify the name and Schedule the task. Click **Add** to add reports to the task.

CHAPTER-4-Power Reports

Step 1: Report Selection page



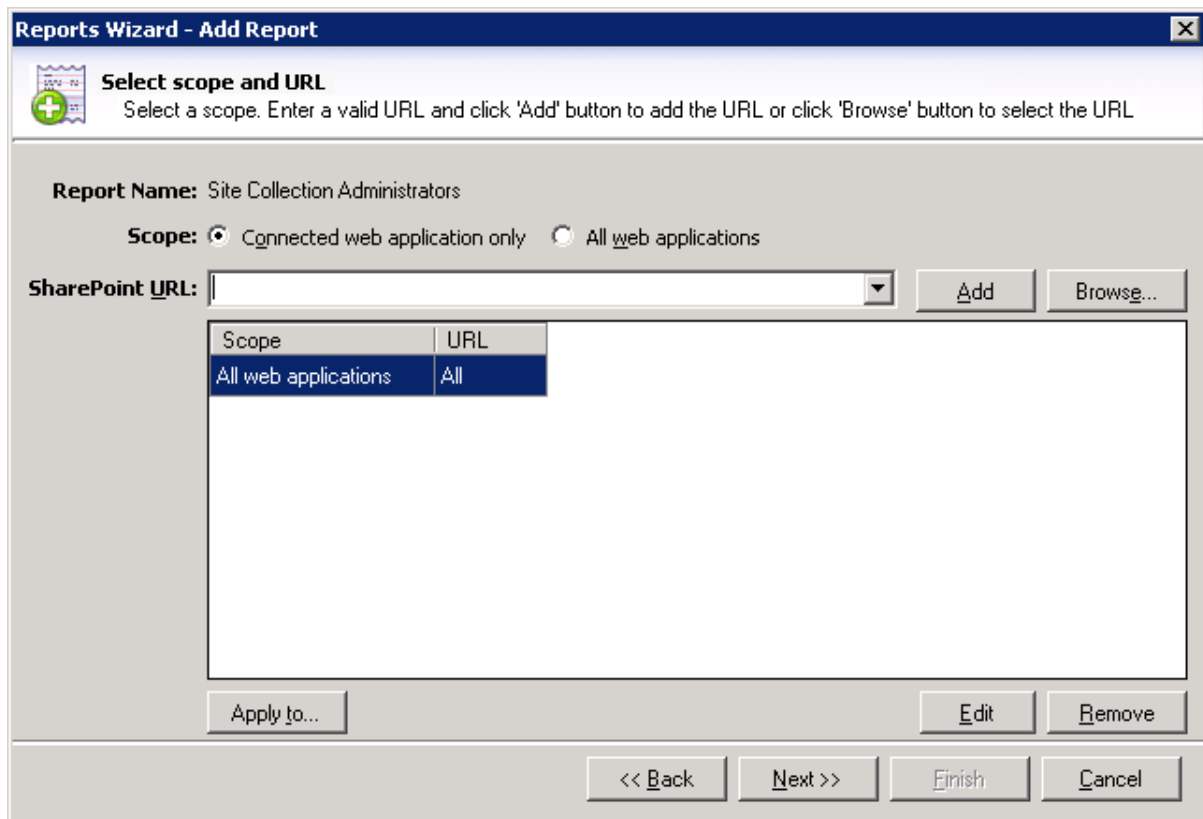
- Select the required report to *add*. You can view a short description and the fields for the selected report in the right panel.
- Click **Next** to proceed to the next step. Click **Back** anytime to go back to a previous step.

Step 2: Scope and URL page

This step is applicable for all the site and list category reports. This step is not applicable for few reports under web application category. Perform the following steps in this screen:

- Select the Scope and specify the target URL. You can use the **Browse** dialog or type the URL directly and Click the **Add** button. Browse dialog shows the tree nodes based on the selected Scope. You can view them through their title or name.
- Click **Edit** button to edit the selected scope and Click **Remove** to remove the selected URL from the list.
- Click **Next** to proceed to the next step.

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The dialog box is titled "Reports Wizard - Add Report". It contains a "Select scope and URL" section with a plus icon and a plus sign. Below this, it says "Select a scope. Enter a valid URL and click 'Add' button to add the URL or click 'Browse' button to select the URL".

The "Report Name" is "Site Collection Administrators".

The "Scope" is set to "Connected web application only" (selected) and "All web applications" (unselected).

The "SharePoint URL" field is empty, with "Add" and "Browse..." buttons next to it.

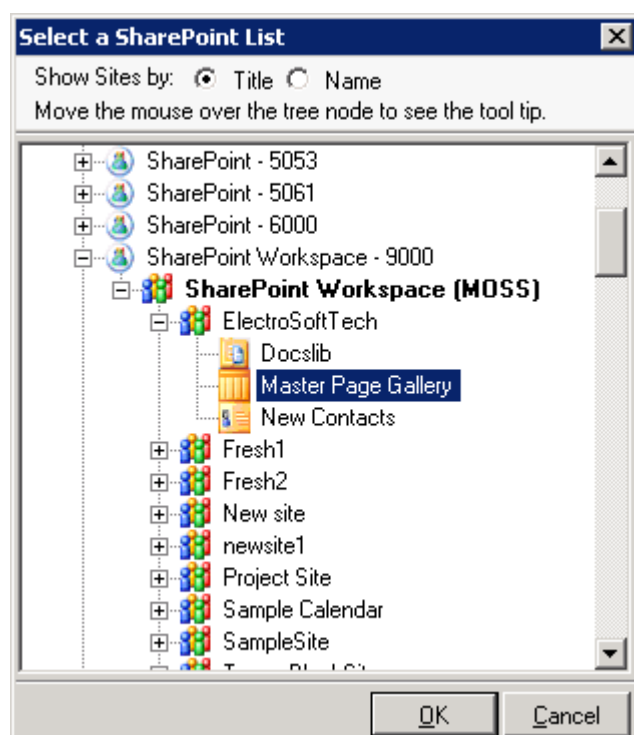
Below the URL field is a table with two columns: "Scope" and "URL".

Scope	URL
All web applications	All

At the bottom of the dialog are buttons: "Apply to...", "Edit", "Remove", "<< Back", "Next >>", "Finish", and "Cancel".

NOTE: Browse dialog shows the SharePoint tree nodes based on the selected scope. For the case of 'Connected Web Application only' and 'All Sites in Web Application', it allows you to select a SharePoint web Application only. For the case of 'Connected Site only', 'Connected site and it's sub sites', ' All lists in the connected site' and ' All lists in the connected site and it's sub sites', it allows you to select a SharePoint site only. For the case of 'Connected list only', it allows you to select a SharePoint list only. A sample browse dialog is as shown below:

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'Scope and URL' dialog is report specific. The table given below summarizes the various applicable scopes brief description.

Report Scope	Description
Connected web application only	Retrieves report information for the connected web application only
All web applications	Retrieves report information for all web applications in the SharePoint server
All sites in web application	Retrieves report information for all the sites, including sub-sites and top level sites in the web application
Connected site and its sub-sites	Retrieves report information for the connected site and its sub-sites
Connected site only	Retrieves report information for the connected site only

CHAPTER-4-Power Reports

All lists in the connected site and its sub-sites

Retrieves report information for all the lists in the connected site and its sub-sites

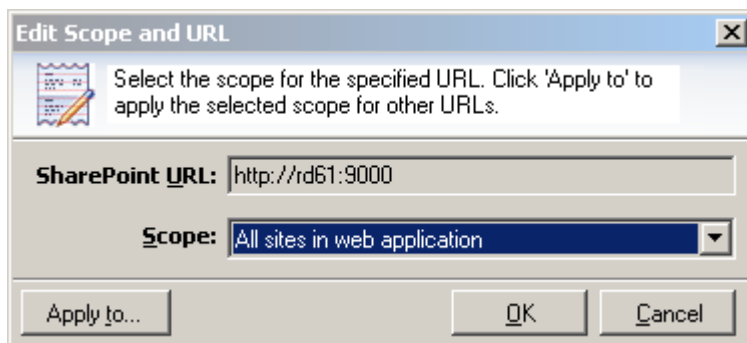
All lists in the connected site

Retrieves report information for the all the lists in the connected site

Connected list only

Retrieves report information for the connected list only

Apply to option is used to apply the same scope and URL to selected reports under the same report category. For example, if the current report refers the site category, then all the selected site category reports are appended with the specified scope and URL settings. Click **Edit** on Scope and URL page to edit the scope.

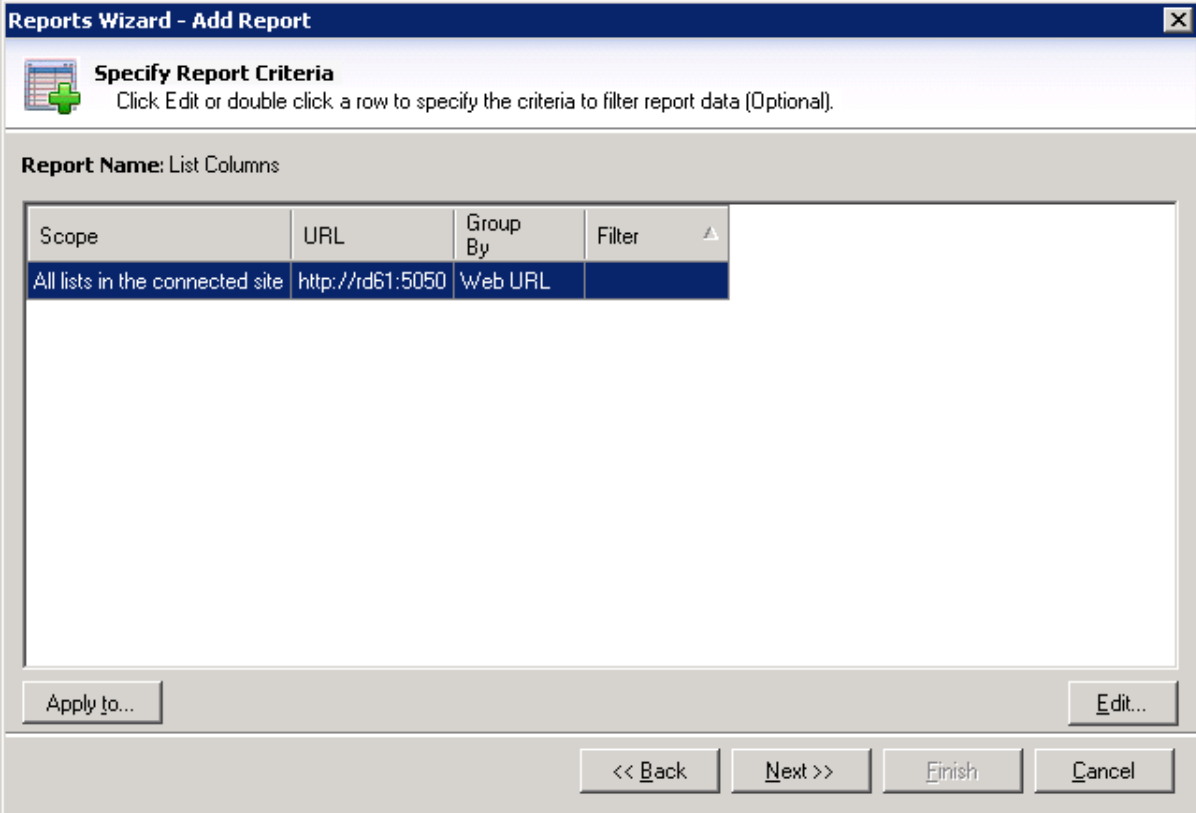


Click **Apply to**, to apply the same URL and scope setting to all the selected reports under the same category. Click **OK** to return to the Scope and URL step.

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Step 3: Specify Report Criteria

This step allows you to apply specific conditions for filtering report data.



The dialog box is titled "Reports Wizard - Add Report". It contains a section titled "Specify Report Criteria" with a green plus icon and the instruction: "Click Edit or double click a row to specify the criteria to filter report data (Optional).". Below this, the "Report Name" is set to "List Columns". A table with four columns is displayed: "Scope", "URL", "Group By", and "Filter". The first row of the table is highlighted in blue and contains the text "All lists in the connected site", "http://rd61:5050", "Web URL", and an empty "Filter" field. At the bottom of the dialog, there are four buttons: "Apply to...", "Edit...", "<< Back", "Next >>", "Finish", and "Cancel".

Scope	URL	Group By	Filter
All lists in the connected site	http://rd61:5050	Web URL	

Click **Edit** to create a data filter. You can also specify the Group By field and number of days through the filter criteria dialog.

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The 'Criteria' dialog box is used to specify conditions for filtering report data. It includes a title bar with a close button, a help icon, and a text box with instructions. Below this, there are fields for 'Report Name' (set to 'List Columns'), 'URL' (set to 'http://rd61:1010'), and 'Group By' (set to 'Web URL'). A table-like structure allows for defining filter criteria with columns for 'Field', 'Operator', and 'Value (String Format)'. The 'Field' column has a dropdown menu currently showing 'Web URL'. The 'Operator' column has a dropdown menu currently showing '='. The 'Value' column is an empty text box. Below these columns are buttons for 'Add to Filter', ''OR' to Filter', and a set of navigation buttons: '(', ')', '<', '>', 'X', and a delete icon. At the bottom of the dialog are buttons for 'Apply to...', 'OK', and 'Cancel'.

Criteria

Specify conditions for filtering the report data. Choose a field name from the dropdown, select an operator and specify a value in the value dropdown. You can use 'AND' to filter, 'OR' to filter, parenthesis buttons to build enhanced filter condition.

Report Name: List Columns

URL : http://rd61:1010

Group By: Web URL

Field	Operator	Value (String Format)
Web URL	=	

Add to Filter 'OR' to Filter () < > X

Apply to... OK Cancel

Specify the criteria to filter the report data.

- I. Choose a field name from the dropdown, select an operator and specify the filter data.

NOTE: Operators include special operators called "contains" and "does not contains". "Contains" determines whether or not a given character string matches a specified pattern. The operator "does not contain" performs the reverse function of the "contains" operator.

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- II. Click **Add to Filter**. The selected condition will be added to the criteria list and will be displayed as shown below:

Criteria

Specify conditions for filtering the report data. Choose a field name from the dropdown, select an operator and specify a value in the value dropdown. You can use 'AND' to filter, 'OR' to filter, parenthesis buttons to build enhanced filter condition.

Report Name: List Columns

URL : http://rd61:1010

Group By: Web URL

Field	Operator	Value (String Format)
Web URL	=	

'AND' to Filter 'OR' to Filter () ✕ ✕ ✕

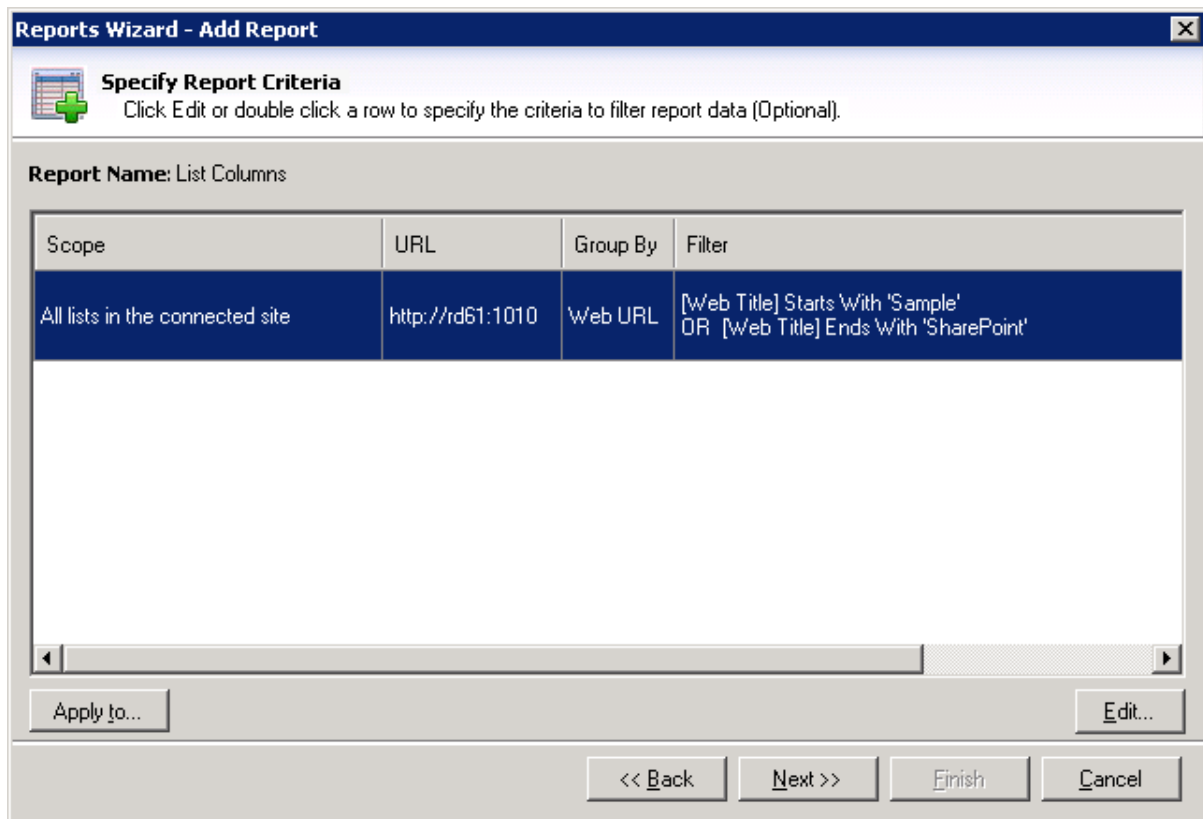
[Web Title] Starts With 'Sample'
OR [Web Title] Ends With 'SharePoint'

Apply to... OK Cancel

- III. Use "AND to Filter" and "OR to Filter" , parenthesis (,) etc., to build an enhanced filter condition as shown in the example below:
[Web Title] Starts with 'Sample' OR [Web Title] Ends With 'SharePoint'
- IV. Click **Apply To**, to apply the same criteria for various URLs within the same report category and report.
- V. Click **OK** in Criteria dialog to go back to the reports wizard.

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The applied criteria will be added to the report as shown below:



The image shows a 'Reports Wizard - Add Report' dialog box. It has a title bar with a close button. Below the title bar is a section titled 'Specify Report Criteria' with a green plus icon and a sub-instruction: 'Click Edit or double click a row to specify the criteria to filter report data (Optional)'. Below this is a label 'Report Name: List Columns'. The main area contains a table with four columns: 'Scope', 'URL', 'Group By', and 'Filter'. The first row of the table is highlighted in blue and contains the following data: 'All lists in the connected site', 'http://rd61:1010', 'Web URL', and '[Web Title] Starts With 'Sample' OR [Web Title] Ends With 'SharePoint''. Below the table is a horizontal scrollbar. At the bottom of the dialog are several buttons: 'Apply to...', 'Edit...', '<< Back', 'Next >>', 'Finish', and 'Cancel'.

Scope	URL	Group By	Filter
All lists in the connected site	http://rd61:1010	Web URL	[Web Title] Starts With 'Sample' OR [Web Title] Ends With 'SharePoint'

Click **Next** to proceed to the next step.

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Step 4: Specify delivery options (Export, Publish, E-mail and Print settings)

This dialog allows you to choose one or more report delivery options.

a) Export Option: Change the Export path and export file format as necessary.

The screenshot shows the 'Reports Wizard - Add Report' dialog box, specifically the 'Specify Delivery Options' step. The title bar reads 'Reports Wizard - Add Report'. Below the title bar, there is a sub-header 'Specify Delivery Options' with a small icon of a document and a red arrow. Below this, a instruction text says 'Select any delivery option - Export report to a file, Publish to a SharePoint library, E-mail to users and Print.' The main area of the dialog is divided into sections for different delivery options. The 'Report Name' is 'Audit - Checked-In Items'. The 'Export' option is selected with a checked checkbox. Its fields include 'Export Path' (C:\Users\Public\Documents\SharePoint Farm Reporter\Export) and 'File format' (Web Page (*.htm, *.html)). The 'Publish' option is not selected. Its fields include 'Publish URL' and 'File format' (Web Page (*.htm, *.html)). Below the 'Publish' section, there are radio buttons for 'If file already exists': 'Do not overwrite' (selected), 'Overwrite', and 'Create a new version'. The 'E-mail' option is not selected. Its fields include 'To Address' and 'File format' (Web Page (*.htm, *.html)). The 'Print' option is not selected. Its field is 'Printer Name' (Microsoft XPS Document Writer (redirected 3)). At the bottom left, there is an 'Apply to...' button. At the bottom right, there is a checkbox 'Deliver report even when there are no records to export' which is checked. The bottom of the dialog has four buttons: '<< Back', 'Next >>', 'Finish', and 'Cancel'.

Reports Wizard - Add Report

Specify Delivery Options
Select any delivery option - Export report to a file, Publish to a SharePoint library, E-mail to users and Print.

Report Name: Audit - Checked-In Items

☒ **Export**
Export Path: C:\Users\Public\Documents\SharePoint Farm Reporter\Export
File format: Web Page (*.htm, *.html)

☐ **Publish**
Publish URL:
File format: Web Page (*.htm, *.html)
If file already exists: ☒ Do not overwrite ☐ Overwrite ☐ Create a new version

☐ **E-mail**
To Address:
File format: Web Page (*.htm, *.html)

☐ **Print**
Printer Name: Microsoft XPS Document Writer (redirected 3)

Apply to... ☒ Deliver report even when there are no records to export

<< Back Next >> Finish Cancel

b) Publish Option: Select Publish check box and specify a valid SharePoint library/folder URL. Choose a format and a file existence check option as required.

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Reports Wizard - Add Report

Specify Delivery Options
Select any delivery option - Export report to a file, Publish to a SharePoint library, E-mail to users and Print.

Report Name: Alternate Access Mappings - External Resource

☐ **Export** Export Path: ...
File format: Web Page (*.htm, *.html)

☒ **Publish** Publish URL: ...
File format: Web Page (*.htm, *.html)
If file already exists: ☒ Do not overwrite ☐ Overwrite ☐ Create a new version

☐ **E-mail** To Address: & Customize..
File format: Web Page (*.htm, *.html)

☐ **Print** Printer Name: Fax (redirected 2) Page Setup

Apply to... ☒ Deliver report even when there are no records to export

<< Back Next >> Finish Cancel

c) **E-mail Option:** Change the To address and report file format as necessary.

Reports Wizard - Add Report

Specify Delivery Options
Select any delivery option - Export report to a file, Publish to a SharePoint library, E-mail to users and Print.

Report Name: Alternate Access Mappings - External Resource

☐ **Export** Export Path: ...
File format: Web Page (*.htm, *.html)

☐ **Publish** Publish URL: ...
File format: Web Page (*.htm, *.html)
If file already exists: ☒ Do not overwrite ☐ Overwrite ☐ Create a new version


☒ **E-mail** To Address: jane@company.com;john@company.com & Customize..
File format: Web Page (*.htm, *.html)

☐ **Print** Printer Name: Microsoft XPS Document Writer (redirected 2) Page Setup

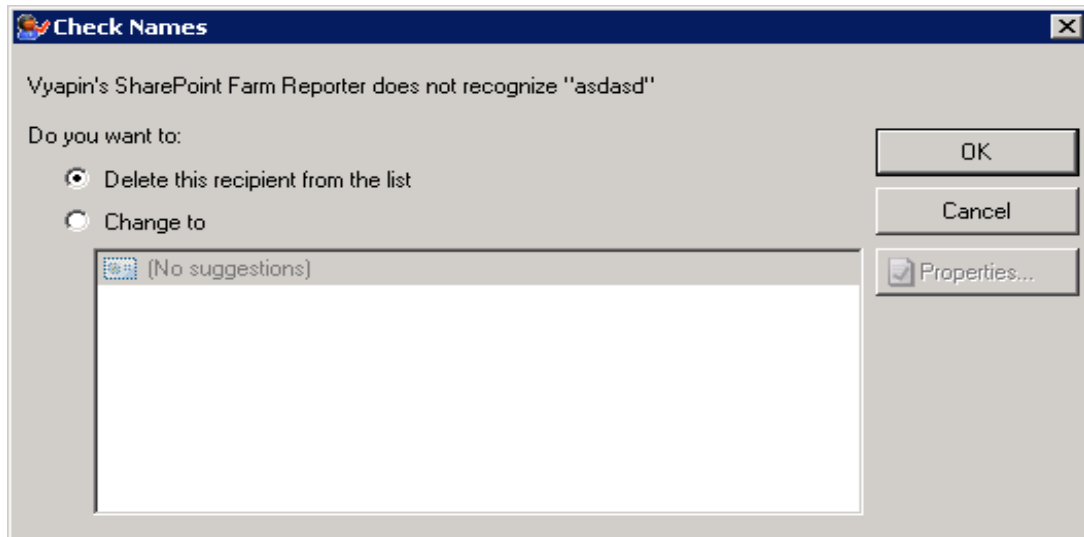
Apply to... ☒ Deliver report even when there are no records to export

<< Back Next >> Finish Cancel

CHAPTER-4-Power Reports

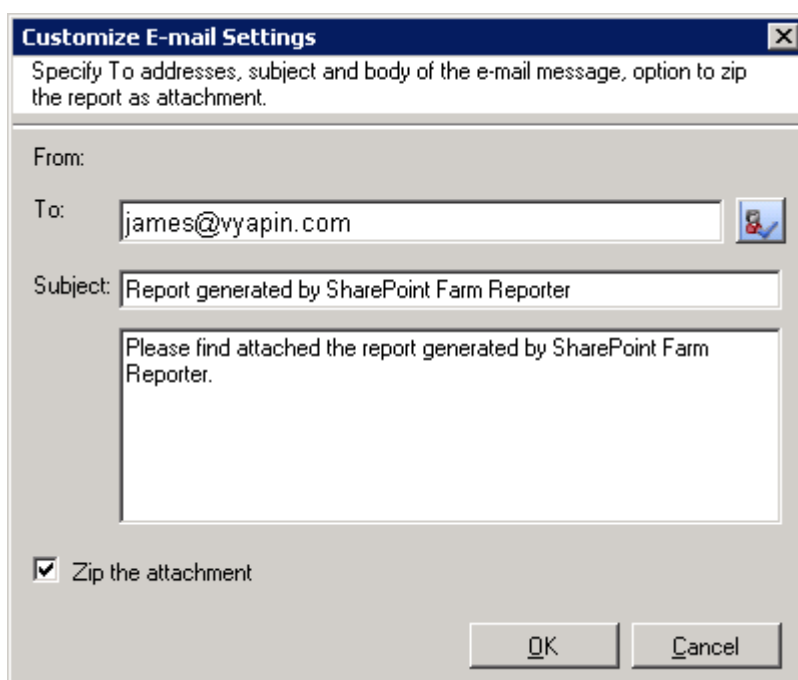
To check name, **Click**  button. If name matches with trusted domain users in the Active directory, name entered in From Address text box will be replaced by corresponding active directory user.

If there is no match for the name entered by the user in Active Directory, a dialog will appear as shown below:



Select *Delete* option in the above dialog to remove the recipient name from To address text box. Click *Cancel* button to close this dialog and the unresolved recipient(s) will appear in red colour.

Click *Customize* to specify subject, body of the e-mail message, option to zip the report as attachment.



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d) Print Setting: Select Print check box and choose a printer from the available list.

The screenshot shows the 'Reports Wizard - Add Report' dialog box, specifically the 'Specify Delivery Options' step. The title bar reads 'Reports Wizard - Add Report'. Below the title bar is a sub-header 'Specify Delivery Options' with a red arrow icon and the instruction 'Select any delivery option - Export report to a file, Publish to a SharePoint library, E-mail to users and Print.' The main area is titled 'Report Name: Alternate Access Mappings - External Resource'. It contains four delivery options: 'Export' (unchecked), 'Publish' (unchecked), 'E-mail' (unchecked), and 'Print' (checked). Each option has associated fields: 'Export Path' and 'File format' for Export; 'Publish URL' and 'File format' for Publish; 'To Address' and 'File format' for E-mail; and 'Printer Name' for Print. The 'Print' option is selected, and its 'Printer Name' is set to 'Microsoft XPS Document Writer (redirected 2)'. There are also radio buttons for 'If file already exists' with options 'Do not overwrite' (selected), 'Overwrite', and 'Create a new version'. At the bottom left is an 'Apply to...' button, and at the bottom right are '<< Back', 'Next >>', 'Finish', and 'Cancel' buttons. A checkbox 'Deliver report even when there are no records to export' is checked.

You can use the **Apply to** option to apply the specified settings in this step to all the selected reports.

Deliver report even when there are no records to export option instructs the application to not to export/publish/email/print report when there is no record in the report. By default, this option is checked.

Click **next**, to proceed to the next step.

Step 5: Specify File Settings

By default, SharePoint Farm Reporter will export each report for every single selected URL into a new file. File Settings step displays different file name mask options (namely, Web Application Name, Site Name, List Name, Parent Site Name, Report Name, Date and Time Stamp) for each report. You can choose the desired file name mask from the list and customize the export file name.

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Reports Wizard - Add Report

Specify File Settings
Select the file name mask and report headers to export the report.

Report Name: Audit – Checked-In Items

File option: Separate file for each selected URL

File name mask: <ReportName><DateandTimeStamp> ...

Report headers:

Header Name	Header Value
Report Category	<Report Category>
Report Name	<Report Name>
Scope	<Scope>
URL	<URL>
Number of records	<Number of records>
Criteria	<Criteria>
List Template	<List Template>
Date range	<Date range>

... Remove

Apply to...

<< Back Next >> Finish Cancel

File Name Option

Select file name mask(s) to construct file name.

File name masks:

File Name	Example
ReportName	Site Collection Summary
WebApplicationName	SharePoint - 9003
DateandTimeStamp	20101015-113750

Insert

File name value: <ReportName><DateandTimeStamp>

OK Cancel

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You can use the file name mask options as described below:

Report Scope: Web Application

File Name Mask Options	Selected File Name Mask	Result
ReportName WebApplicationName	<ReportName> <WebApplicationName>	Blocked File Types Share Point – 9000.html
DateandTimeStamp	<WebApplicationName> <DateandTimeStamp> <ReportName>	Share Point – 9000 201010105-113750 Content Databases.csv

Report Scope: Site

File Name Mask Options	Selected File Name Mask	Result
ReportName SiteName	<WebApplicationName> <ReportName>	Share Point – 9000 Site Features.pdf
ParentSiteName WebApplicationName DateandTimeStamp	<ParentSiteName> <SiteName> <WebApplicationName> <ReportName>	First Site, Coll First Site, Site Features.html
	<ReportName> <SiteName> <ParentSiteName> <WebApplicationName>	Site Features Share Point – 9000.csv

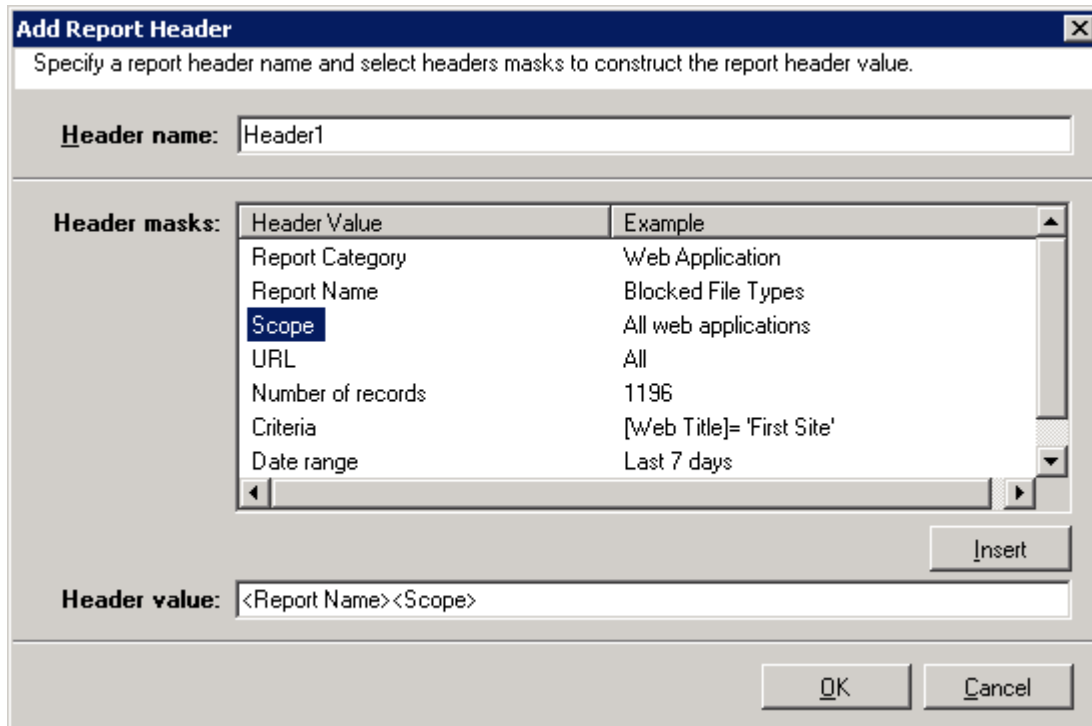
Report Scope: List

File Name Mask Options	Selected File Name Mask	Result
ReportName ListName SiteName	<ReportName> <ListName> <SiteName> <ParentSiteName>	File Types Shared Documents First Site First Site Coll.pdf
ParentSiteName DateandTimeStamp	<ListName> <SiteName> <ReportName>	First Site File Types.html
	<SiteName> <ParentSiteName> <ListName> <ReportName>	First Site Coll File Types.html

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Report Header:

SharePoint Farm Reporter also provides option to specify report headers that is displayed on the top of the report. You can define report header by selecting header masks as available in the dialog.



The dialog box titled "Add Report Header" contains the following elements:

- Header name:** A text field containing "Header1".
- Header masks:** A table with two columns: "Header Value" and "Example".

Header Value	Example
Report Category	'Web Application
Report Name	Blocked File Types
Scope	All web applications
URL	All
Number of records	1196
Criteria	[Web Title]= 'First Site'
Date range	Last 7 days

Below the table is an "Insert" button. At the bottom of the dialog is a "Header value:" text field containing "<Report Name><Scope>". At the very bottom are "OK" and "Cancel" buttons.

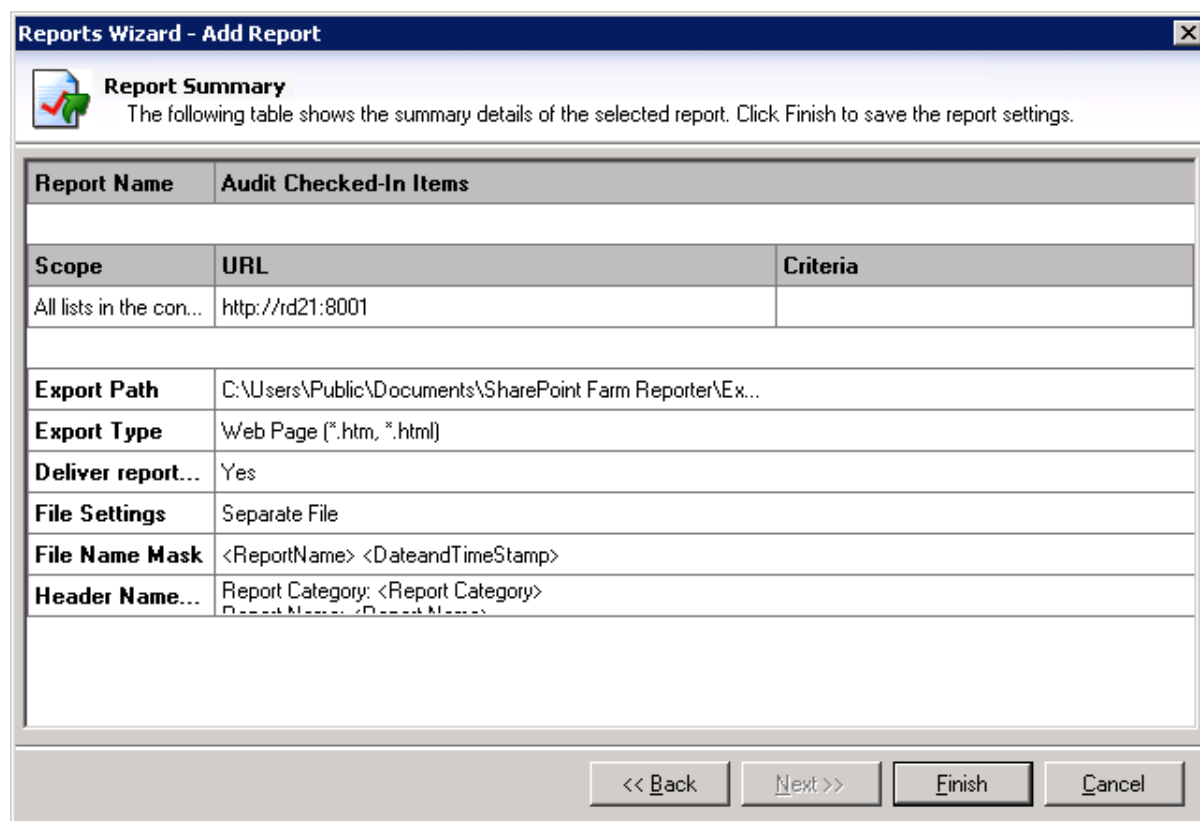
You can use the **Apply to** option to apply the specified settings in this step to all the selected reports.

Click **Next** to proceed to the next and final step of adding reports.

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Step 6: Report Summary

This step displays the summary information for each report.



Reports Wizard - Add Report

Report Summary
The following table shows the summary details of the selected report. Click Finish to save the report settings.

Report Name	Audit Checked-In Items	
Scope	URL	Criteria
All lists in the con...	http://rd21:8001	
Export Path	C:\Users\Public\Documents\SharePoint Farm Reporter\Ex...	
Export Type	Web Page (*.htm, *.html)	
Deliver report...	Yes	
File Settings	Separate File	
File Name Mask	<ReportName> <DateandTimeStamp>	
Header Name...	Report Category: <Report Category> Report Name: <Report Name>	


<< Back Next >> Finish Cancel

Click **Finish** completing the reports wizard.

This will take you back to the **New Task** screen with the **task name** and the selected reports. Specify the schedule Settings for this task to run, and then Click **OK** to create the task.

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New Task [X]

 Specify the following fields to create the Schedule Task. Click Add to select the reports for this task. Click Edit to change the settings for the selected report. Click Delete to remove the selected report.

Task name: Task-1

Run as: VSSLAB\spapppool3_sp10-1 [Set Password...]
(Domain Name\ User Name)

Schedule task: Daily [Start time: 11:22 AM] [Advanced...]

Schedule Task Daily

Every 1 day(s)

Report Settings:

Report Name	Scope	URL	Criteria	Export Path	Export Format
Audit Checked-In Items	All lists in the connected site	http://rd21:8001		C:\Users\Public\Documents\SharePoint Farm Reporter\Export	Web Page (*.htm, *.html)

[View Report Settings] [Add] [Edit] [Delete]

[OK] [Cancel]

You can see the new task properties in Task Manager Window.

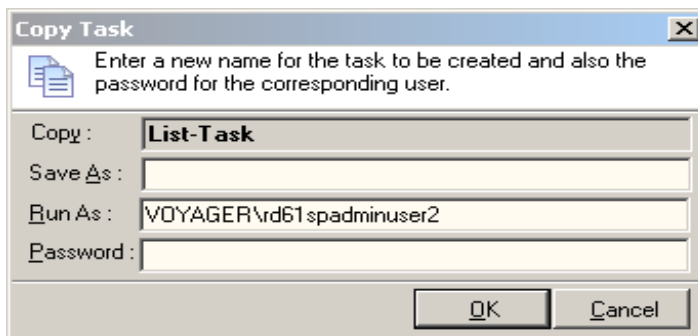
4.4 Edit Task

- 1) **Select** a task from the Power Reports Task Manager Window and *Click* **Edit** from the Actions Pane.
- 2) Perform the steps 1 through 6 as in **New Task**. During this process, you may change the settings, add a new report, delete a report, edit a report, change the export path etc.
- 3) The new settings will be used when the task runs the next time.

4.5 Copy Task

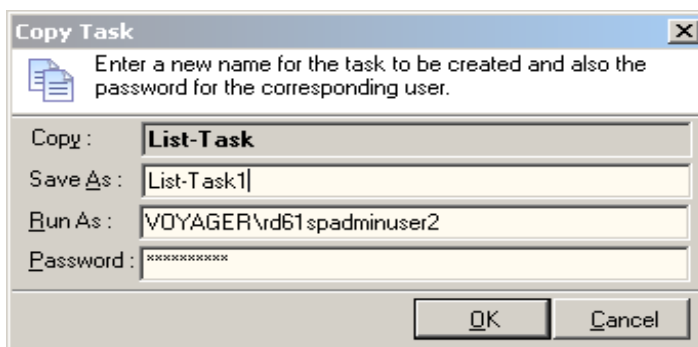
You can **Copy** an existing task in the Power Reports Task Manager to create a new task with the same properties. You may then edit the properties of the newly created task. To Copy a task from the existing task list:

- 1) **Select** a **task** to be copied
- 2) *Click* **Copy** from Actions Pane.
- 3) The Copy Task window will be displayed as shown below:



The 'Copy Task' dialog box is shown. It has a title bar with 'Copy Task' and a close button. Below the title bar is a message icon and the text: 'Enter a new name for the task to be created and also the password for the corresponding user.' There are four input fields: 'Copy :' with the value 'List-Task', 'Save As :' which is empty, 'Run As :' with the value 'VOYAGER\rd61spadminuser2', and 'Password :' which is empty. At the bottom are 'OK' and 'Cancel' buttons.

- 4) Enter a *new task name*, and specify the **Run As** account and **Password** for the user context.



The 'Copy Task' dialog box is shown again. It has the same title bar and message. The 'Copy :' field still has 'List-Task'. The 'Save As :' field now contains 'List-Task1'. The 'Run As :' field still has 'VOYAGER\rd61spadminuser2'. The 'Password :' field is now filled with a series of asterisks. The 'OK' and 'Cancel' buttons are at the bottom.

- 5) Click **OK**

The newly created task will be added to the Power Reports Task Manager.

4.6 Delete Task

To delete a task from the Power Reports Task Manager Window, select the task and *Click Delete* from the Actions Pane. The deleted task will also be removed permanently from the Task Manager. This action will also delete the tasks created in Windows Task Scheduler and all sub-folders & files in the respective task folder.

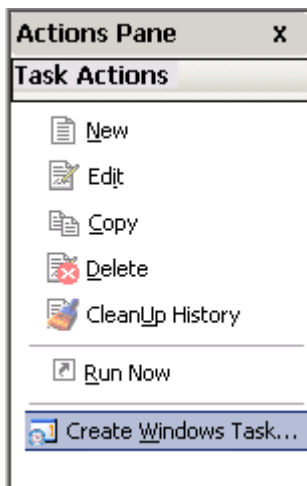
4.7 Create Windows Task

Use this tool to create a Windows Task in Windows Task Scheduler interface to automatically run the Power Report tasks at scheduled intervals.

This tool helps you to re-create the Windows Schedule Task in the following two scenarios:

- To create Windows Schedule Task that was accidentally deleted and is required to be created again with the same schedule settings
- To create Windows Schedule Task when the SharePoint Farm Reporter Power Report tasks are migrated from an old machine to a new machine

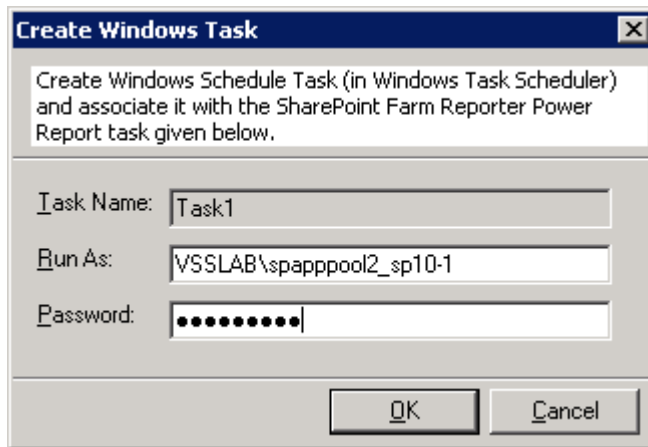
Click **Create Windows Task** from Actions Pane or press **ALT+W** to open the Create Windows Task dialog.



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Create Windows Task dialog is shown below:

In **Create Windows Task** dialog, specify a **Run As** account and **Password** and *Click* **OK** to create a new schedule task with the same schedule settings that was previously saved **by SharePoint Farm Reporter** Power Report Task Wizard.

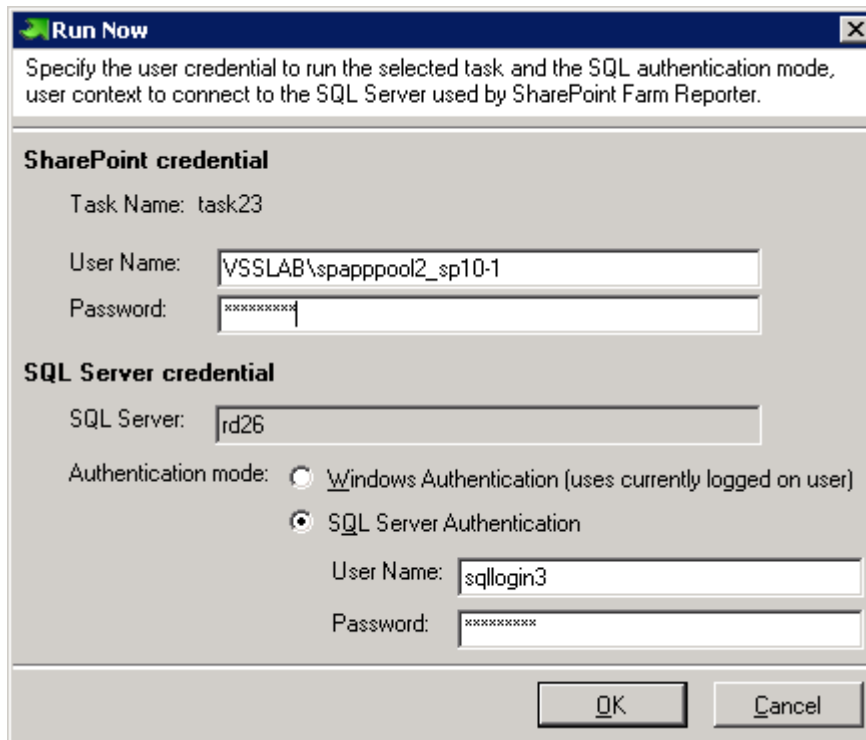


The image shows a Windows dialog box titled "Create Windows Task". The dialog has a blue title bar with a close button (X) in the top right corner. The main area contains the following text: "Create Windows Schedule Task (in Windows Task Scheduler) and associate it with the SharePoint Farm Reporter Power Report task given below." Below this text are three input fields: "Task Name:" with the value "Task1", "Run As:" with the value "VSSLAB\spappool2_sp10-1", and "Password:" with a masked password represented by ten dots. At the bottom of the dialog are two buttons: "OK" and "Cancel".

4.8 Run Now

Select a task and click **Run Now** from the Actions Pane to run the task immediately. This option enables you to run the selected task with a different user context in every task invocation.

Run Now dialog appears as shown below:

The image shows a 'Run Now' dialog box with a title bar and a close button. The main text area contains instructions: 'Specify the user credential to run the selected task and the SQL authentication mode, user context to connect to the SQL Server used by SharePoint Farm Reporter.' Below this, there are two sections: 'SharePoint credential' and 'SQL Server credential'. The 'SharePoint credential' section has a 'Task Name' field with 'task23', a 'User Name' field with 'VSSLAB\spappool2_sp10-1', and a 'Password' field with 'xxxxxxxx'. The 'SQL Server credential' section has an 'SQL Server' field with 'rd26', an 'Authentication mode' section with two radio buttons (the second one is selected), a 'User Name' field with 'sqllogin3', and a 'Password' field with 'xxxxxxxx'. At the bottom, there are 'OK' and 'Cancel' buttons.

- 1) *Specify* user name and password under SharePoint credential to run the task temporarily.
- 2) *Select* desired authentication mode by which SharePoint Farm Reporter has to connect to the specified SQL server.
- 3) If SQL authentication mode is selected, enter SQL user name and password. In this case, a user profile with the SQL user name and password will be created under the Run As account so as to connect to SQL server while the task runs under the specified Run As account. Read Profile Manager for more details.
- 4) Specify user name and password to run the task temporarily.
- 5) Click **OK** to run the task with the specified user context.

4.9 Run a task from command line

SharePoint Farm Reporter command line feature allows the user to instantiate a task from DOS command prompt anytime after a Power Reports task has been created using SharePoint Farm Reporter Power Reports task wizard.

To run a SharePoint Farm Reporter Power Reports task from command line:

1) Usage

SharePointFarmReporterTaskRunner<task name>

Where,

SharePointFarmReporterTaskRunner Name of the SharePoint Farm Reporter Task Runner application. Specify absolute path where the SharePointFarmReporterTaskRunner located.

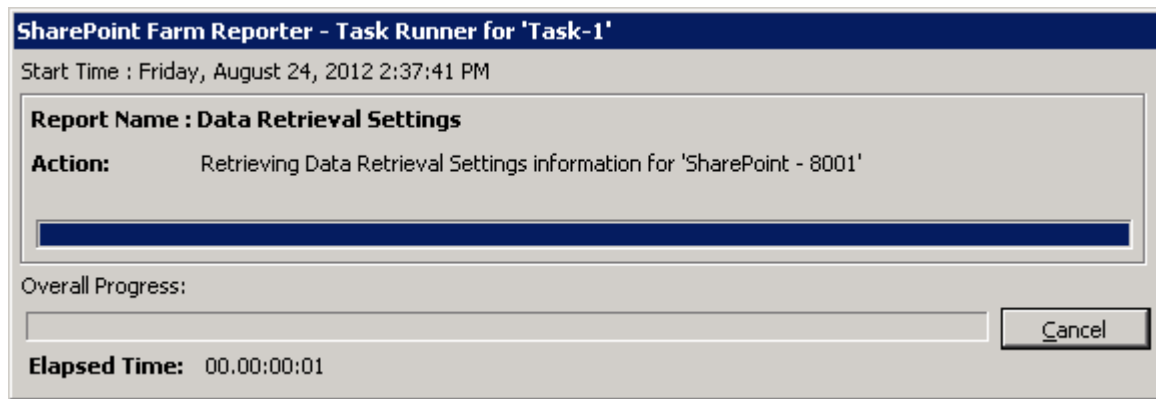
For example: C:\Program Files\SharePoint Farm Reporter\SharePointFarmReporterTaskRunner

Task name Name of the SharePoint Farm Reporter Power Reports task to be run from DOS command prompt. Enclose the task name in double quotes.

For example: "MySite Reports"

2) The Power Reports task will be reported in a new dialog as shown below:

CHAPTER-4-Power Reports



- 3) Once the task is completed, click Refresh button available in Task History pane in SharePoint Farm Reporter main application. A new entry will be added in Task History section, where you can view the report performed.

Examples of invoking a Power Reports task from the command prompt:

C:\ProgramFiles\SharePointFarmReporter>SharePointFarmReporterTaskRunner"MySite Reports"

D:\>"C:\ProgramFiles\SharePointFarmReporter\SharePointFarmReporterTaskRunner" "MySite Reports"

DOS batch file examples:

- To execute Power Reports tasks one by one from a batch file:
- "C:\ProgramFiles\SharePointFarmReporter\SharePointFarmReporterTaskRunner" "MySite Reports"
- "C:\ProgramFiles\SharePointFarmReporter\SharePointFarmReporterTaskRunner" "Sample List Reports"
- To execute multiple Power Reports tasks simultaneously:
- start"cmd""C:\ProgramFiles\SharePointFarmReporter\SharePointFarmReporterTaskRunner" "MySite Reports"
- start"cmd""C:\ProgramFiles\SharePointFarmReporter\SharePointFarmReporterTaskRunner" "Sample List Reports"

4.10 Task Activity View

Task Activity View shows you the full task details, including start, end and elapsed time for the task to run, SharePoint reports that were run along with its report status and also a hyperlink to view the report from the exported path.

Perform the following steps to view the task activity:

- 1) *Select* a task instance from the Task History pane table.
- 2) *Click* **Task Activity View** menu item in the Actions pane.

Task Activity View

The exported files details for all or a selected history event is shown below. Select a task from the top grid to view the reports and its corresponding settings in the bottom grid.

Task Name: task23

Start Time: 6/7/2012 7:55:43 PM End Time: 6/7/2012 7:55:49 PM Elapsed Time: 00:00:06

Files List Settings

Report Name	URL	Scope	Report Status	Exported Path
Blocked File Types	All	All web applications	Completed Successfully.	C:\Users\Public\Documents\SharePoint f
File Types	http://rd21:8000	All lists in the connected site	Completed Successfully.	C:\Users\Public\Documents\SharePoint f


Export Close

Click **Export** button to export the table contents to a file.

The **Settings** tab shows the settings for the selected report that are provided by the user.

CHAPTER-4-Power Reports

Task Activity View

 The exported files details for all or a selected history event is shown below. Select a task from the top grid to view the reports and its corresponding settings in the bottom grid.

Task Name: task23

Start Time: 6/7/2012 7:55:43 PM

End Time: 6/7/2012 7:55:49 PM

Elapsed Time: 00:00:06

Files List

Settings

Report Name	Blocked File Types
Scope	All web applications
URL	All
Criteria	
Exported Path	C:\Users\Public\Documents\SharePoint Farm Reporter\Export\task23\task23-SPFR-RUNNOW\2012060707554...
Exported Format	html

Report Name	File Types
Scope	All lists in the connected site
URL	http://rd21:8000
Criteria	
Exported Path	C:\Users\Public\Documents\SharePoint Farm Reporter\Export\task23\task23-SPFR-RUNNOW\2012060707554...
Exported Format	html
List Template	All

Export

Close

4.11 Cleanup History

SharePoint Farm Reporter maintains task history including log files and temporary data for each run of the Power Reports task. You can *cleanup task history* periodically using the **Cleanup History** from Actions Pane

5 Custom Reports

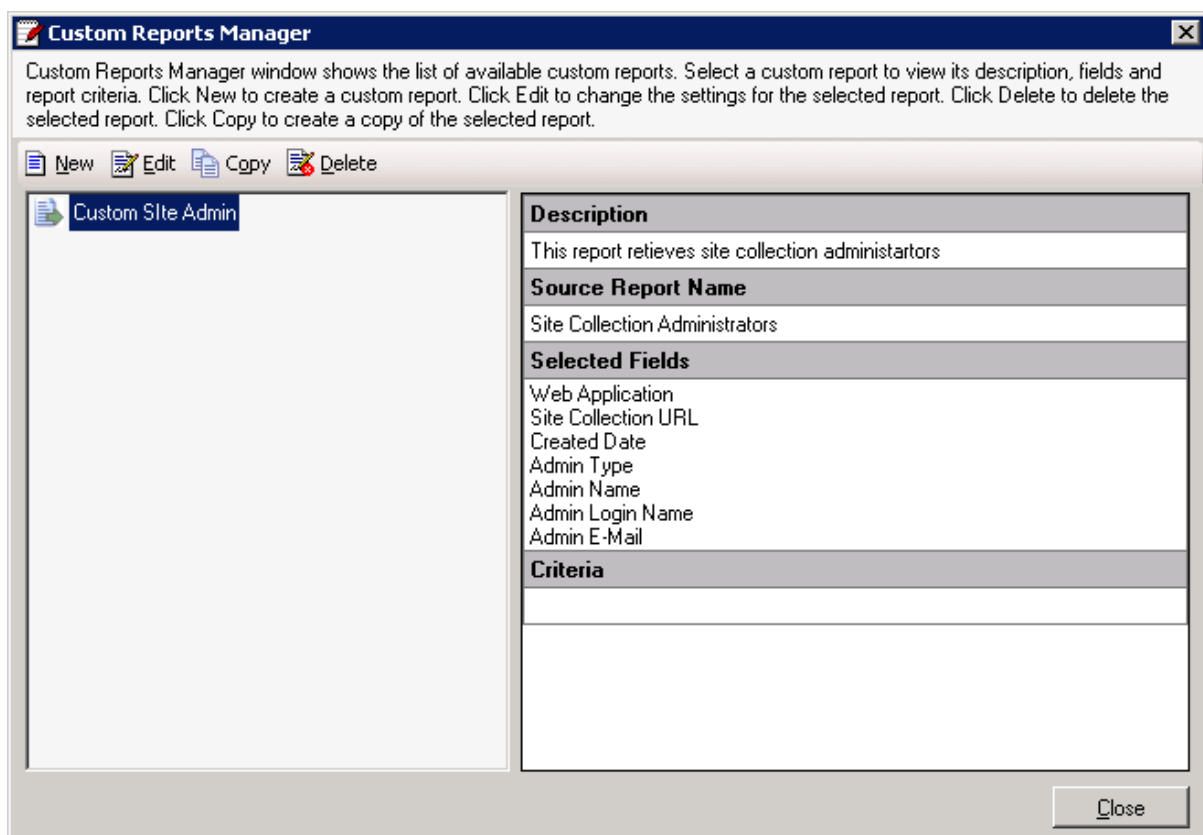
5.1 Custom Reports Manager

Custom Reports Manager allows the user to manage the custom reports available in the application. A custom report can be created by selecting a set of fields from a quick report and save them as a custom report template for re-use. It also enables storing of criteria for a custom report. The Custom Reports Manager allows the user to create, edit, copy and delete custom reports.



Click **Custom Reports** in the toolbar or select **Tools > Custom Reports** from the menu bar or press **CTRL + U** to open the **Custom Reports Manager**.

Custom Reports Manager window will be displayed as shown below:



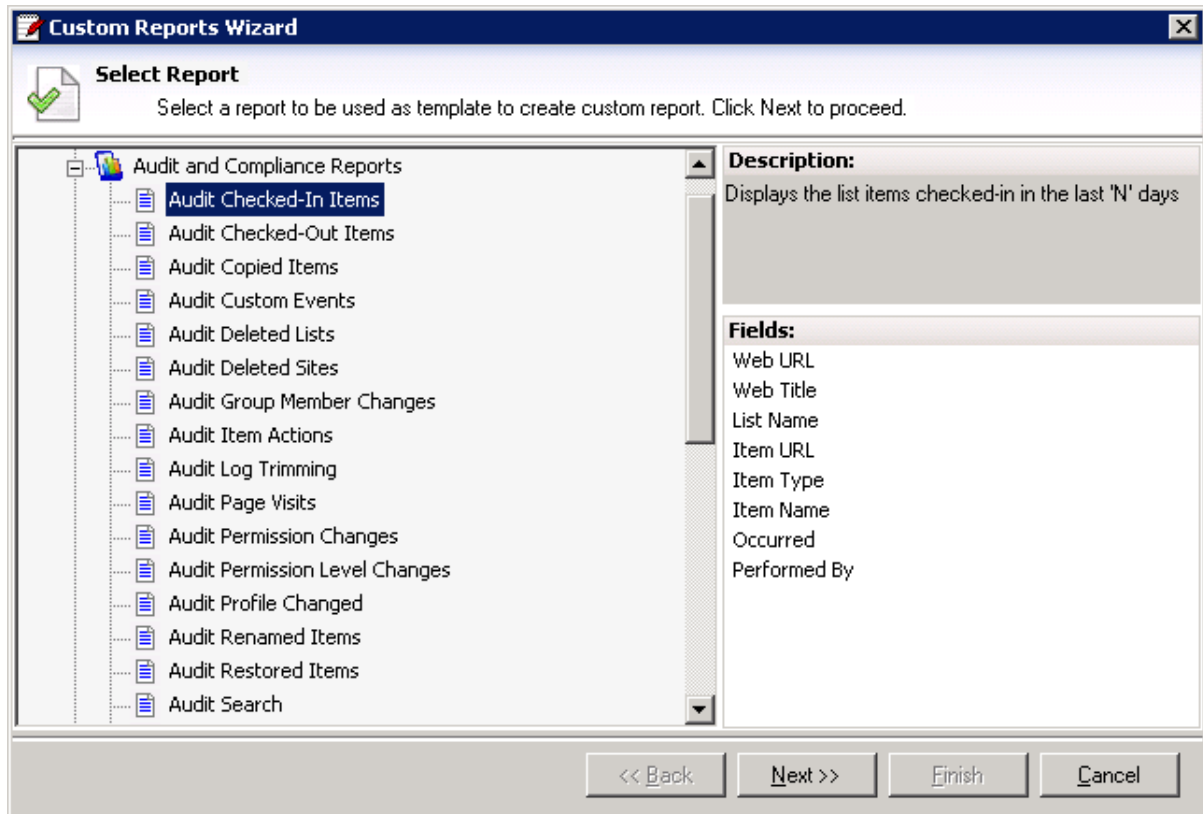
CHAPTER-5-Custom Reports

New Custom Report

Click **new** button in Custom Reports Manager or press **ALT+N** to open the Custom Reports Wizard.

Perform the following steps to create a new custom report:

Step 1: Report Selection page



- a) *Select* the required report to be used as template. You can view a short description and the fields for the selected report in the right pane.
- b) Click **Next** to proceed to the next step. Click **Back** anytime to go back to a previous step.

Step 2: Fields Selection page

This step allows you to select the required fields from the report fields.

CHAPTER-5-Custom Reports

Custom Reports Wizard

Select required fields
Select required fields from the available fields. You can use the up-down buttons to order fields in the selected field list. Click Next to proceed.

Report Name: Site Collection Administrators







Available Fields:

- Web Application
- Site Collection URL
- Created Date
- Primary Administrator
- Primary Administrator Login Name
- Primary Administrator E-Mail
- Secondary Administrator
- Secondary Administrator Login Name
- Secondary Administrator E-Mail

Selected Fields:

Navigation buttons: << Back, Next >>, Finish, Cancel

Perform the following steps in this dialog:

- Select the required field(s) to add. You can use  to add a field to the selected fields list and  to remove a field from the selected fields list.
- Select a field from the selected fields list and click  or  to move the field one position up or down. Also click  or  to move the field to the first or last position in the field list.
- Click **Next** to proceed to the next step. Click **Back** anytime to go back to a previous step.

CHAPTER-5-Custom Reports

Custom Reports Wizard - Custom Site Admin

Select required fields
Select required fields from the available fields. You can use the up-down buttons to order fields in the selected field list.
Click Next to proceed.

Report Name: Site Collection Administrators

Available Fields:

- Web Application
- Admin Type
- Admin Name

Selected Fields:

- Admin Login Name
- Admin E-Mail
- Site Collection URL
- Created Date

<< Back Next >> Finish Cancel

Step 3: Specify Report Criteria

This step allows you to apply specific conditions for filtering report data.

Custom Reports Wizard

Specify Report Criteria
The following list shows the criteria for the custom report. Click Edit to specify the criteria to filter report data (Optional).
Click Next to proceed.

Report Name: Site Collection Administrators

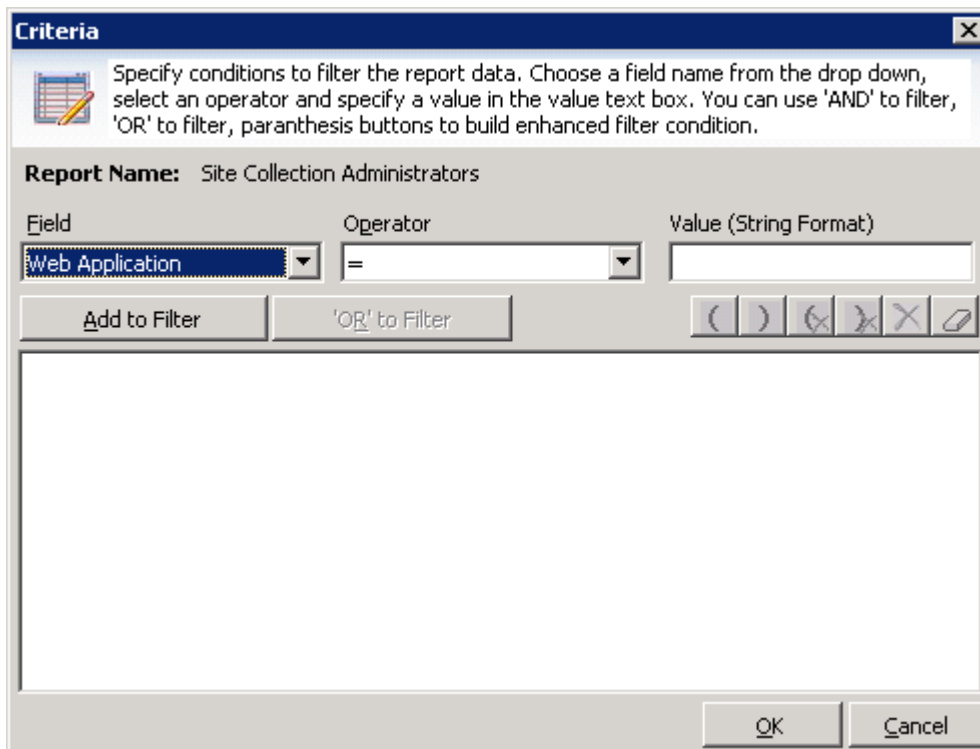
Criteria:

Edit...

<< Back Next >> Finish Cancel

CHAPTER-5-Custom Reports

Click **Edit** to create a data filter. Criteria dialog will be displayed as shown below:



The image shows a 'Criteria' dialog box with a title bar and a close button. Inside, there is a text box with instructions: 'Specify conditions to filter the report data. Choose a field name from the drop down, select an operator and specify a value in the value text box. You can use 'AND' to filter, 'OR' to filter, parenthesis buttons to build enhanced filter condition.' Below this, the 'Report Name' is 'Site Collection Administrators'. There are three main input areas: 'Field' with a dropdown menu showing 'Web Application', 'Operator' with a dropdown menu showing '=', and 'Value (String Format)' with an empty text box. Below these are two buttons: 'Add to Filter' and '"OR" to Filter'. To the right of these buttons are five small icons: a left parenthesis '(', a right parenthesis ')', a double backslash '\\', a double asterisk '**', and a double hash '##'. At the bottom right are 'OK' and 'Cancel' buttons.

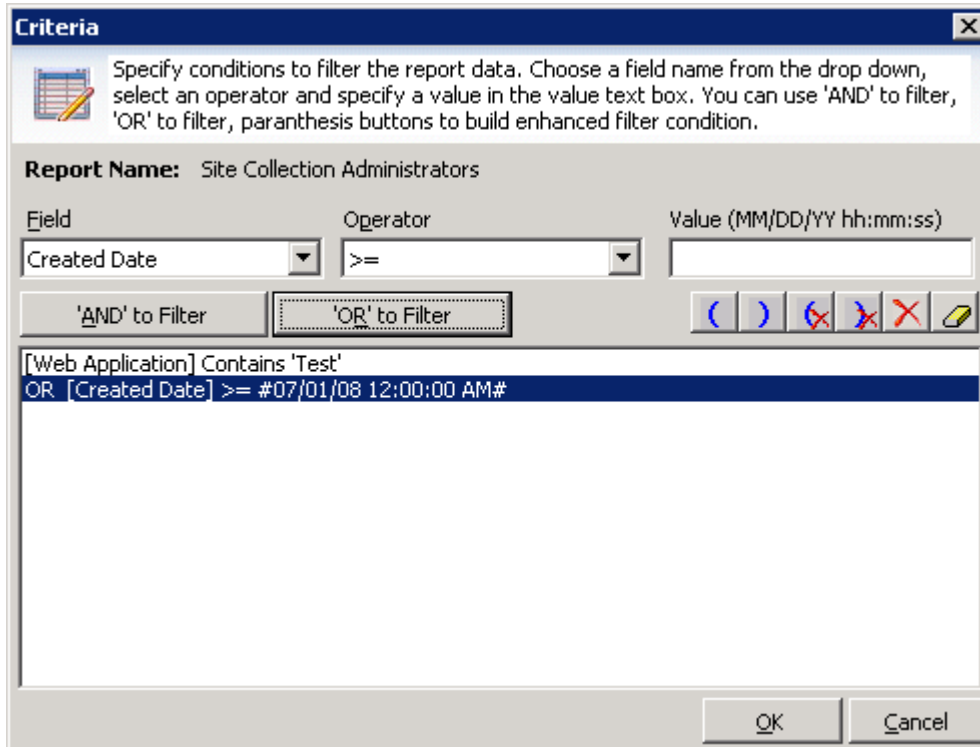
Perform the following steps in this dialog to specify the report criteria:

- a) Choose a field name from the dropdown, select an operator and specify the filter data.

NOTE: Operators include a special operator called "contains" and "does not contain". "Contains" determines whether or not a given character string matches a specified pattern. The operator "does not contain" performs the reverse function of the "contains" operator.

CHAPTER-5-Custom Reports

- b) Click **Add to Filter**. The selected condition will be added to the criteria list and will be displayed as shown below:



The image shows a 'Criteria' dialog box with a title bar and a close button. Inside, there is a text box with instructions: 'Specify conditions to filter the report data. Choose a field name from the drop down, select an operator and specify a value in the value text box. You can use 'AND' to filter, 'OR' to filter, parenthesis buttons to build enhanced filter condition.' Below this, the 'Report Name' is 'Site Collection Administrators'. There are three input fields: 'Field' with 'Created Date' selected, 'Operator' with '>=' selected, and 'Value' with '(MM/DD/YY hh:mm:ss)'. Below these are two buttons: '&Amp; to Filter' and 'Ò to Filter'. To the right of these are five buttons: '(', ')', '&Amp; to Filter', 'Ò to Filter', and a yellow notepad icon. A list box below contains two items: '[Web Application] Contains 'Test'' and 'OR [Created Date] >= #07/01/08 12:00:00 AM#', with the second item selected. At the bottom are 'OK' and 'Cancel' buttons.

Criteria

Specify conditions to filter the report data. Choose a field name from the drop down, select an operator and specify a value in the value text box. You can use 'AND' to filter, 'OR' to filter, parenthesis buttons to build enhanced filter condition.

Report Name: Site Collection Administrators

Field: Created Date Operator: >= Value (MM/DD/YY hh:mm:ss):

'AND' to Filter 'OR' to Filter () &Amp; to Filter Ò to Filter

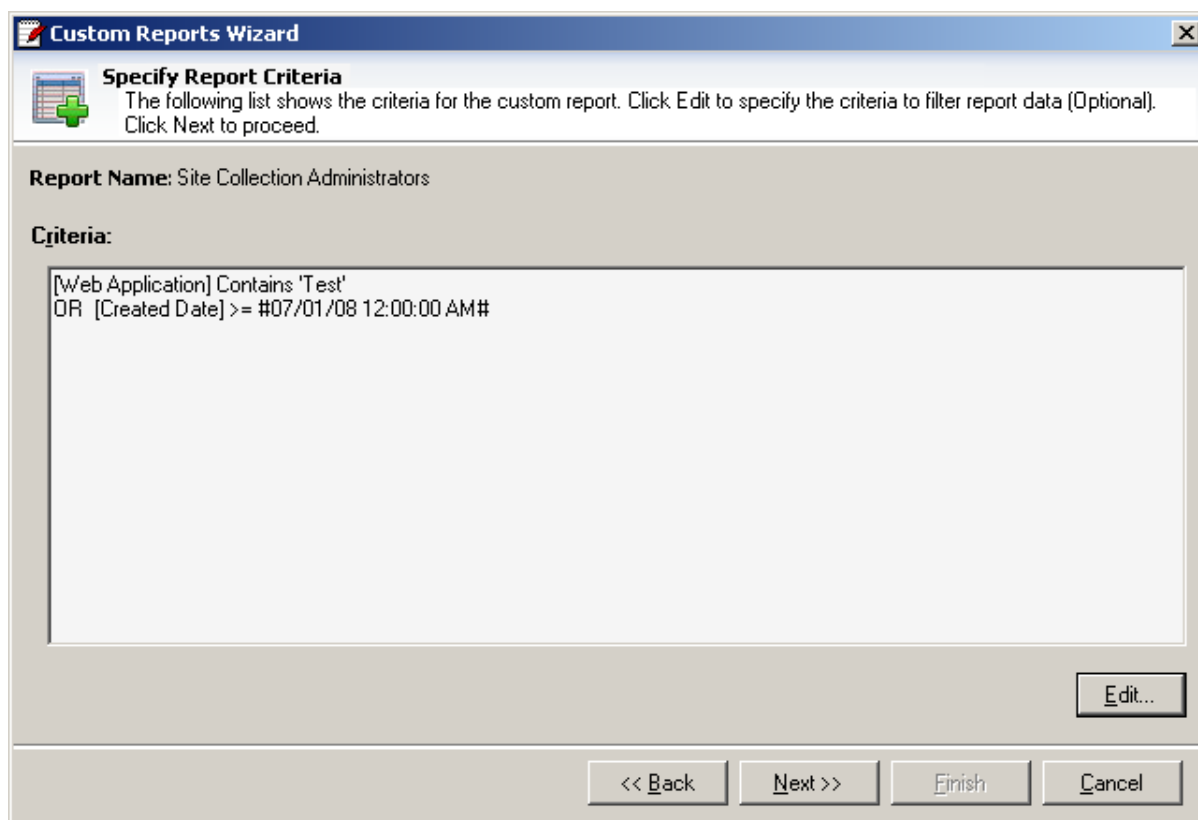
[Web Application] Contains 'Test'
OR [Created Date] >= #07/01/08 12:00:00 AM#

OK Cancel

- c) Use "AND to Filter" and "OR to Filter" , parenthesis (,) etc., to build an enhanced filter condition as shown in the example below:
- [Web Application] Contains 'Test' OR [Created Date] >= #07/01/08 12:00:00 AM#
- d) Click **OK** in Criteria dialog to go back to the criteria page.

CHAPTER-5-Custom Reports

The added criteria will be applied to the report as shown below:



The screenshot shows a Windows-style dialog box titled "Custom Reports Wizard". It has a blue header bar with a close button (X) in the top right corner. Below the header, there is a section titled "Specify Report Criteria" with a green plus icon. The text in this section reads: "The following list shows the criteria for the custom report. Click Edit to specify the criteria to filter report data (Optional). Click Next to proceed." Below this text, the "Report Name" is set to "Site Collection Administrators". Under the "Criteria:" label, a list box contains two criteria: "[Web Application] Contains 'Test'" and "OR [Created Date] >= #07/01/08 12:00:00 AM#". To the right of the list box is an "Edit..." button. At the bottom of the dialog, there are four buttons: "<< Back", "Next >>", "Finish", and "Cancel".

Custom Reports Wizard

Specify Report Criteria
The following list shows the criteria for the custom report. Click Edit to specify the criteria to filter report data (Optional).
Click Next to proceed.

Report Name: Site Collection Administrators

Criteria:

- [Web Application] Contains 'Test'
- OR [Created Date] >= #07/01/08 12:00:00 AM#

Edit...

<< **Back** **Next** >> Finish Cancel

Click **Next** to proceed to the next step.

CHAPTER-5-Custom Reports

Step 4: Report Summary

This step displays the summary information for the selected report.

The screenshot shows a window titled "Custom Reports Wizard - Custom Site Admin". The main heading is "Report Summary" with a green checkmark icon. Below the heading, a message states: "The following table shows the summary details of the custom report. Click Finish to save the report settings."

Form fields:

- Custom Report Name: Custom Site Admin
- Report Description: This report retrieves site collection administrators

Details:

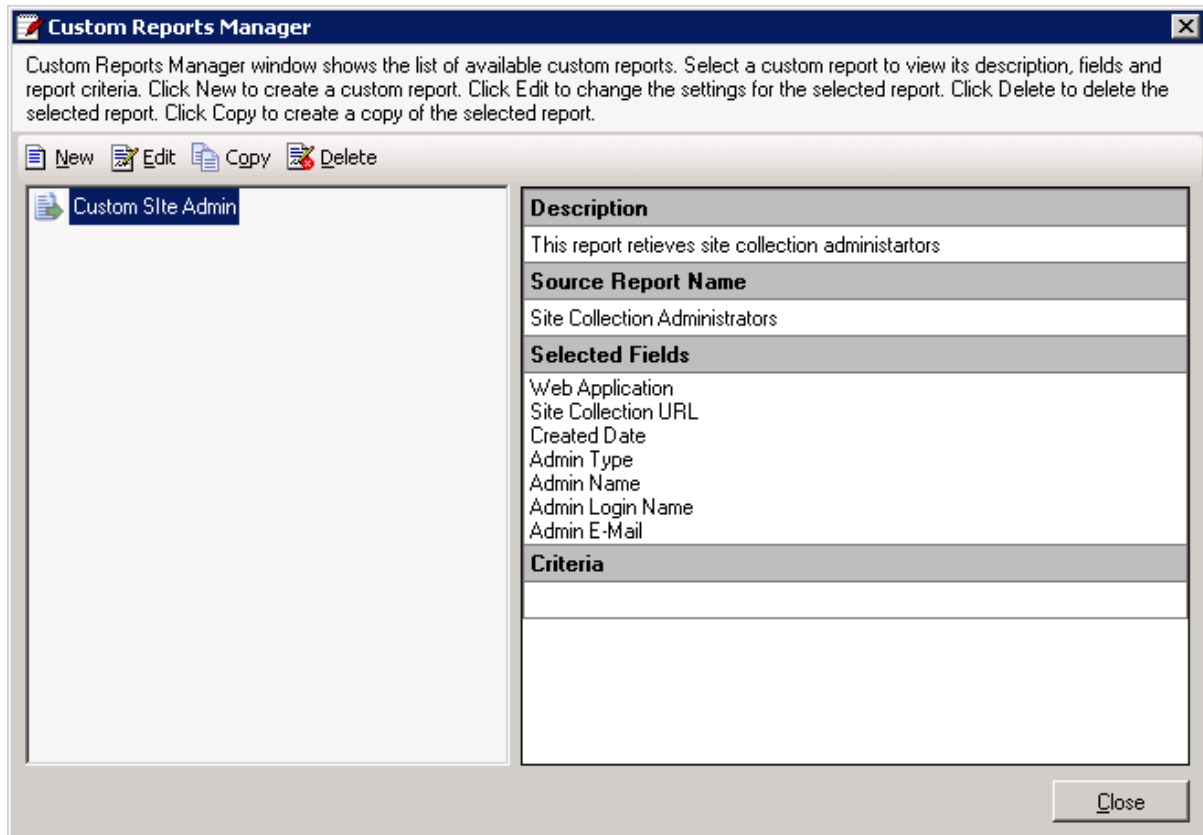
Source Report Name
Site Collection Administrators
Selected Fields
Admin Login Name
Admin E-Mail
Site Collection URL
Created Date
Admin Type
Admin Name
Web Application
Criteria

Navigation buttons at the bottom: << Back, Next >>, Finish, Cancel.

- 1) *Specify* unique name and description for the custom report.
- 2) Click **Finish** saving the new report and closing the custom reports wizard.

CHAPTER-5-Custom Reports

You can view the newly created custom report and its settings in **Custom Reports Manager** window as shown below:



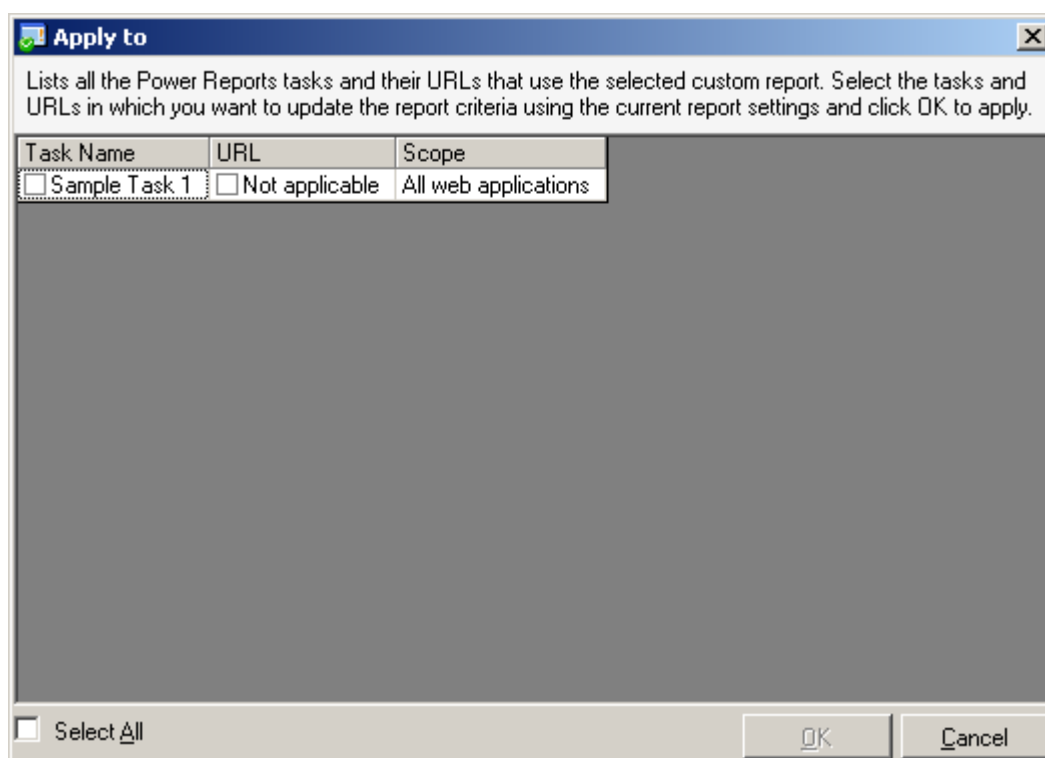
Edit a Custom Report

This feature allows you to edit an existing custom report.

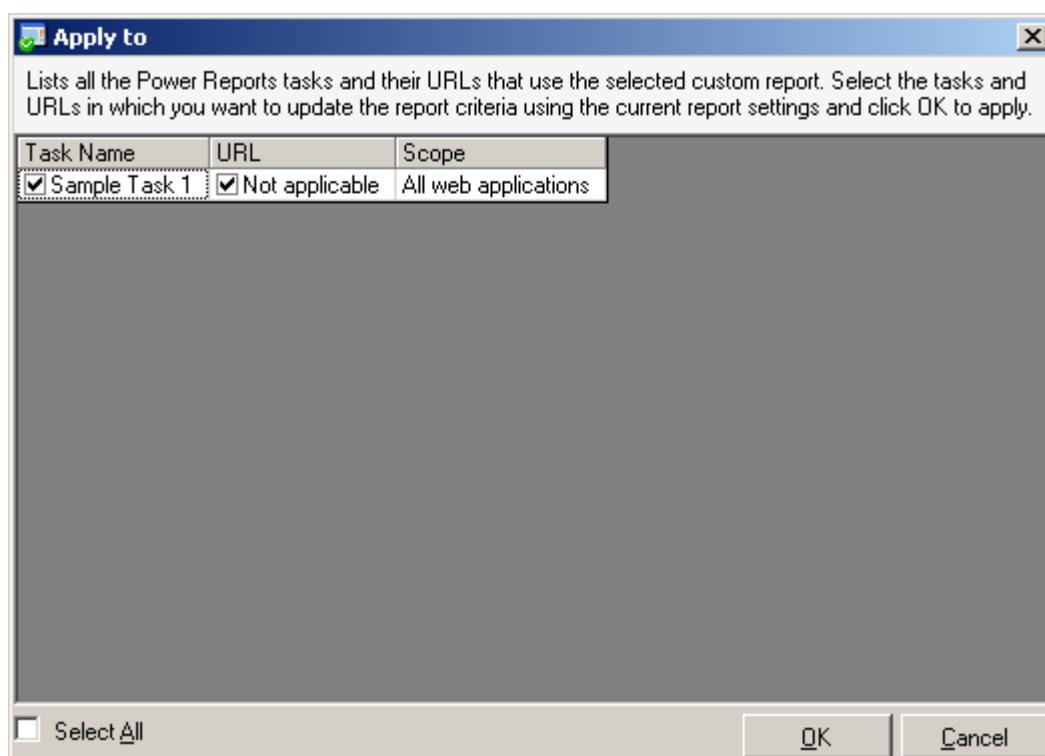
- 1) **Select** the custom report you want to edit.
- 2) Click **Edit** button.
- 3) *Edit* the report fields and criteria. You cannot change the report name, but the description is editable.
- 4) Click **Finish** saving the report settings.

During edit, you can also apply the modified criteria of a custom report to Power Reports tasks that uses this updated custom report. Upon clicking Finish after editing a report, 'Apply to' dialog showing the list of tasks and URL will be displayed as shown below

CHAPTER-5-Custom Reports



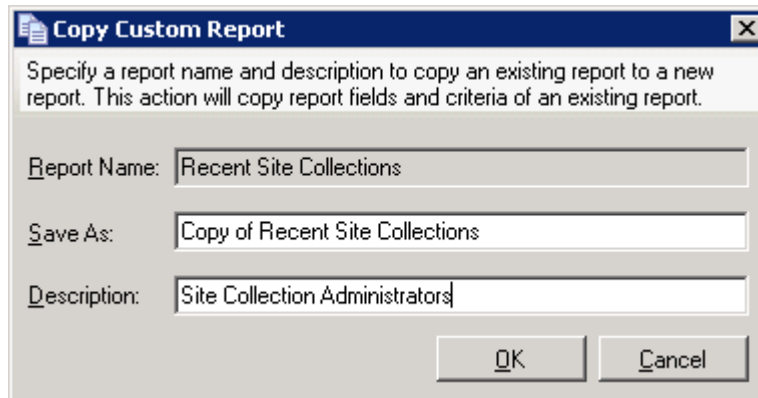
- 1) **Select** the tasks and URLs for which you want to update the report criteria.
- 2) Click **OK** to apply the current criteria to the selected URLs.



CHAPTER-5-Custom Reports

Copy a Custom Report

- *Select* the Custom Report you want to copy.
- *Click* **Copy** button. Copy Custom Report dialog will be shown as below.



- *Enter* a valid name and description for the report.
- *Click* **OK** to create a new custom report with the source report settings.

Delete a Custom Report

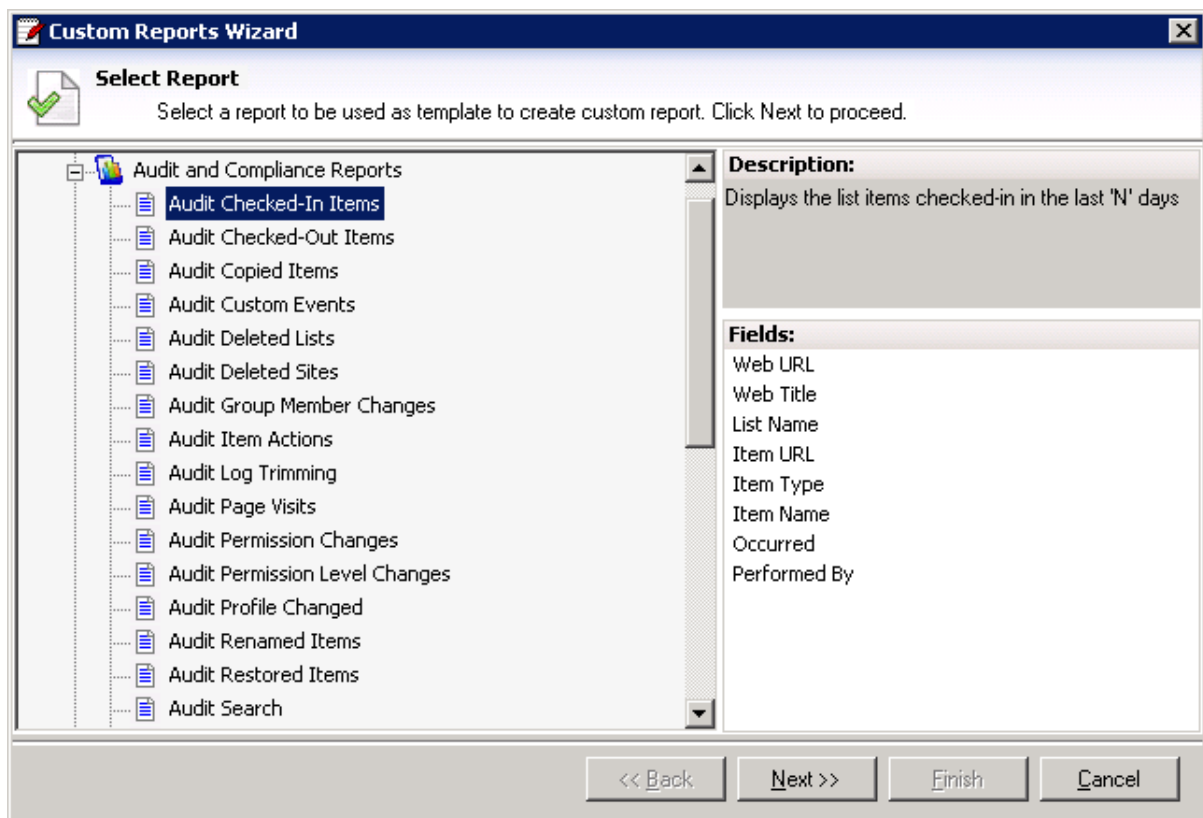
- 1) *Select* the **Custom Report** you want to **delete**.
- 2) *Ensure* that the custom report you want to delete is not currently in use in any of the Power Reports tasks.
- 3) *Click* **Delete** button to delete the selected report.

5.2 New Custom Report

Click **New** button in Custom Reports Manager or press **ALT+N** to open the Custom Reports Wizard.

Perform the following steps to create a new custom report:

Step 1: Report Selection page



- a) *Select* the required report to be used as template. You can view a short description and the fields for the selected report in the right pane.
- b) *Click Next* to proceed to the next step. *Click Back* anytime to go back to a previous step.

CHAPTER-5-Custom Reports

Step 2: Fields Selection page







This step allows you to select the required fields from the report fields.

The screenshot shows the 'Custom Reports Wizard' dialog box. The title bar says 'Custom Reports Wizard'. Below the title bar, there is a section titled 'Select required fields' with a green plus icon. The text below this title says: 'Select required fields from the available fields. You can use the up-down buttons to order fields in the selected field list. Click Next to proceed.'

The main area of the dialog is divided into two sections: 'Available Fields:' and 'Selected Fields:'. The 'Available Fields:' section contains a list of fields: 'Web Application', 'Site Collection URL', 'Created Date', 'Admin Type', 'Admin Name', 'Admin Login Name', and 'Admin E-Mail'. The 'Selected Fields:' section is currently empty. Between the two lists are two buttons: a right-pointing arrow and a left-pointing arrow. To the right of the 'Selected Fields:' list are four buttons: an up arrow, a down arrow, and two additional up and down arrows.

At the bottom of the dialog, there are four buttons: '<< Back', 'Next >>', 'Finish', and 'Cancel'.

Perform the following steps in this dialog:

- a) Select the required field(s) to add. You can use  to add a field to the selected fields list and  to remove a field from the selected fields list.
- b) Select a field from the selected fields list and click  or  to move the field one position up or down. Also click  or  to move the field to the first or last position in the field list.
- c) Click **Next** to proceed to the next step. Click **Back** anytime to go back to a previous step.

CHAPTER-5-Custom Reports

Custom Reports Wizard - Custom Site Admin

Select required fields
Select required fields from the available fields. You can use the up-down buttons to order fields in the selected field list.
Click Next to proceed.

Report Name: Site Collection Administrators

Available Fields:

- Web Application
- Admin Type
- Admin Name

Selected Fields:

- Admin Login Name
- Admin E-Mail
- Site Collection URL
- Created Date

<< Back Next >> Finish Cancel

Step 3: Specify Report Criteria

This step allows you to apply specific conditions for filtering report data.

Custom Reports Wizard

Specify Report Criteria
The following list shows the criteria for the custom report. Click Edit to specify the criteria to filter report data (Optional).
Click Next to proceed.

Report Name: Site Collection Administrators

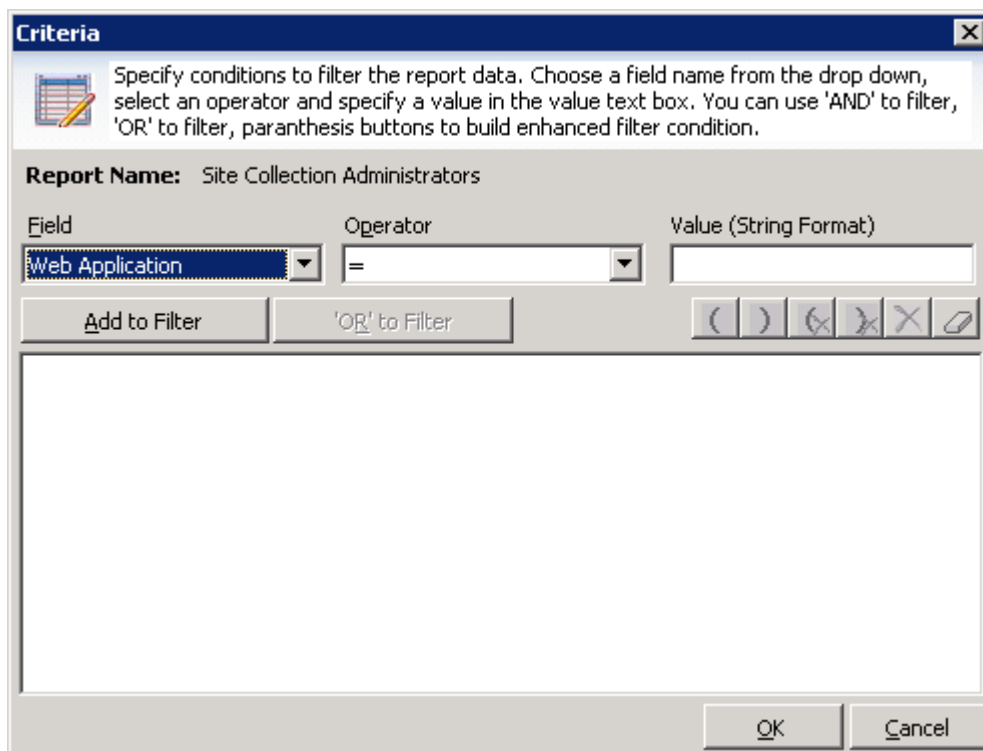
Criteria:

Edit...

<< Back Next >> Finish Cancel

CHAPTER-5-Custom Reports

Click **Edit** to create a data filter. **Criteria dialog** will be displayed as shown below:



The image shows a 'Criteria' dialog box with a title bar and a close button. Inside, there is a text box with instructions: 'Specify conditions to filter the report data. Choose a field name from the drop down, select an operator and specify a value in the value text box. You can use 'AND' to filter, 'OR' to filter, parenthesis buttons to build enhanced filter condition.' Below this, the 'Report Name' is 'Site Collection Administrators'. There are three main input areas: 'Field' with a dropdown menu showing 'Web Application', 'Operator' with a dropdown menu showing '=', and 'Value (String Format)' with an empty text box. Below these are two buttons: 'Add to Filter' and '"OR" to Filter'. To the right of these buttons are five small icons: a left parenthesis '(', a right parenthesis ')', a double backslash '\\', a double asterisk '**', and a double hash '##'. At the bottom right are 'OK' and 'Cancel' buttons.

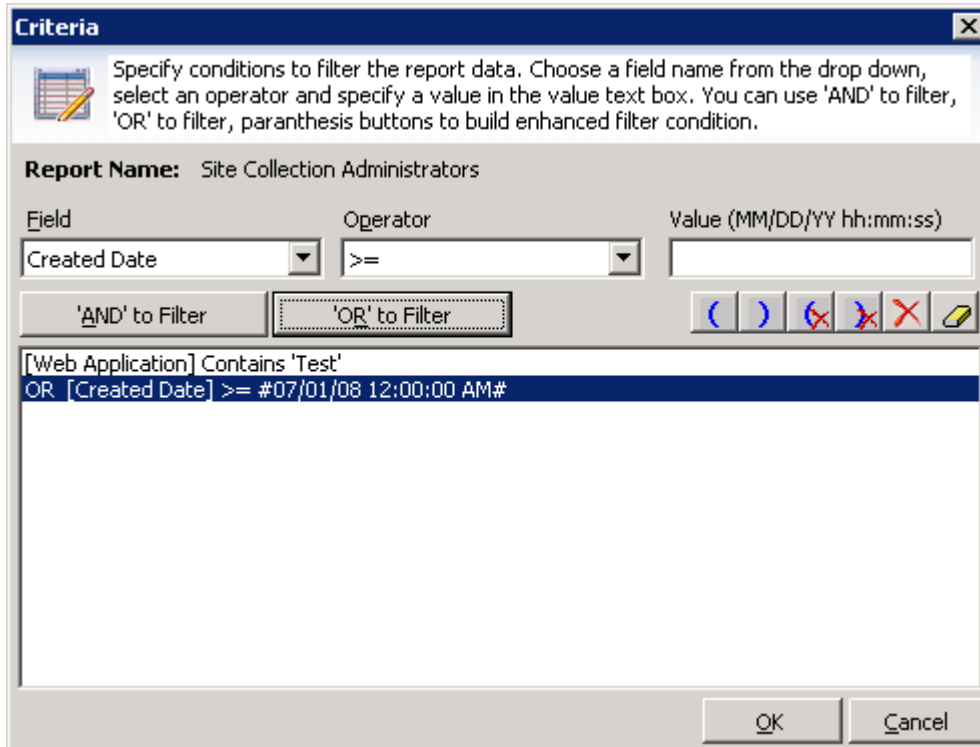
Perform the following steps in this dialog to specify the report criteria:

- a) Choose a field name from the dropdown, select an operator and specify the filter data.

NOTE: Operators include a special operator called "contains" and "does not contain". "Contains" determines whether or not a given character string matches a specified pattern. The operator "does not contain" performs the reverse function of the "contains" operator.

CHAPTER-5-Custom Reports

- b) Click **Add to Filter**. The selected condition will be added to the criteria list and will be displayed as shown below:



The image shows a 'Criteria' dialog box with a title bar and a close button. Inside, there is a text box with instructions: 'Specify conditions to filter the report data. Choose a field name from the drop down, select an operator and specify a value in the value text box. You can use 'AND' to filter, 'OR' to filter, parenthesis buttons to build enhanced filter condition.' Below this, the 'Report Name' is 'Site Collection Administrators'. There are three input fields: 'Field' with 'Created Date' selected, 'Operator' with '>=' selected, and 'Value' with '(MM/DD/YY hh:mm:ss)'. Below these are two buttons: '&Amp; to Filter' and '&OR; to Filter'. To the right of these are five buttons: '(', ')', '&Amp;', '&OR;', and a delete button. Below these buttons is a list box containing two items: '[Web Application] Contains 'Test'' and 'OR [Created Date] >= #07/01/08 12:00:00 AM#'. The second item is selected. At the bottom are 'OK' and 'Cancel' buttons.

Criteria

Specify conditions to filter the report data. Choose a field name from the drop down, select an operator and specify a value in the value text box. You can use 'AND' to filter, 'OR' to filter, parenthesis buttons to build enhanced filter condition.

Report Name: Site Collection Administrators

Field: Created Date Operator: >= Value (MM/DD/YY hh:mm:ss):

'AND' to Filter 'OR' to Filter () &Amp; &OR; [Delete]

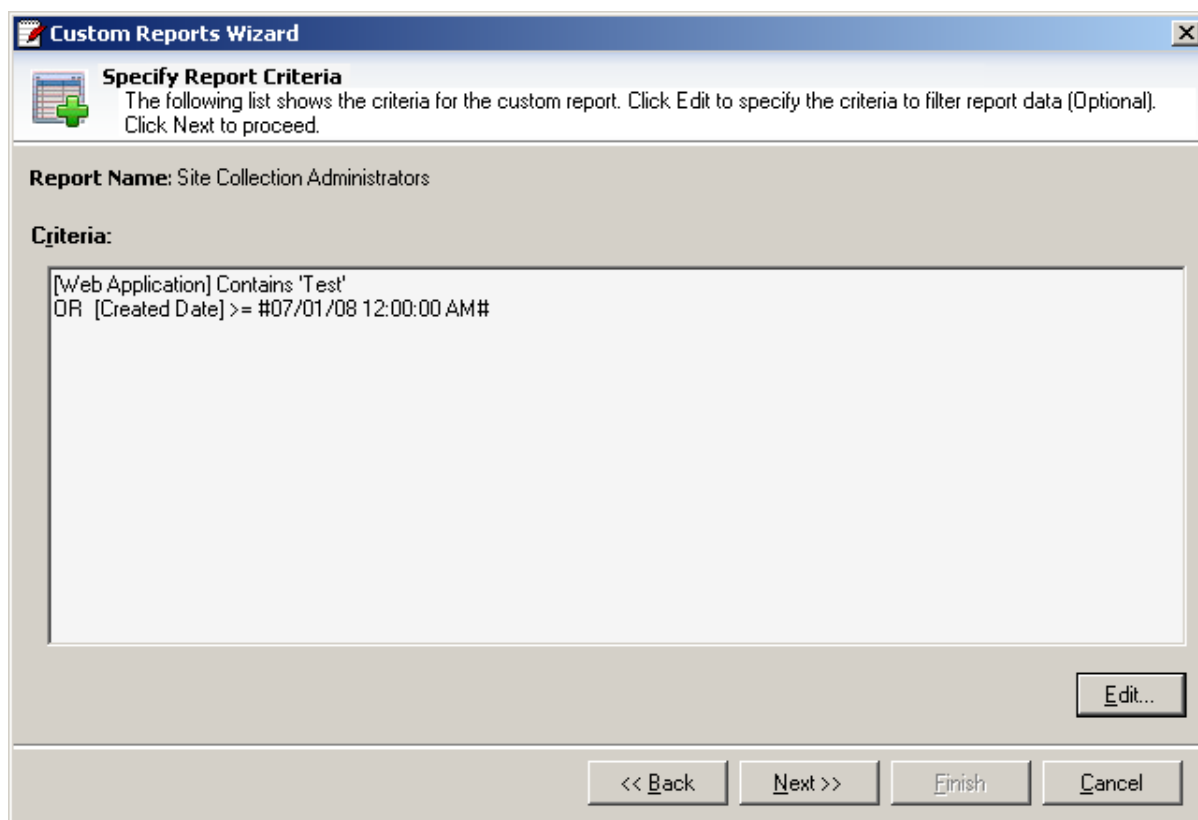
[Web Application] Contains 'Test'
OR [Created Date] >= #07/01/08 12:00:00 AM#

OK Cancel

- c) Use "AND to Filter" and "OR to Filter" , parenthesis (,) etc., to build an enhanced filter condition as shown in the example below:
- Web Application] Contains 'Test' OR [Created Date] >= #07/01/08 12:00:00 AM#
- d) Click **OK** in Criteria dialog to go back to the criteria page.

CHAPTER-5-Custom Reports

The added criteria will be applied to the report as shown below:



The screenshot shows a Windows-style dialog box titled "Custom Reports Wizard". It has a blue header bar with a close button (X) in the top right corner. Below the header, there is a section titled "Specify Report Criteria" with a green plus icon. The text in this section reads: "The following list shows the criteria for the custom report. Click Edit to specify the criteria to filter report data (Optional). Click Next to proceed." Below this text, the "Report Name" is set to "Site Collection Administrators". Under the "Criteria:" label, a text box contains the following criteria: "[Web Application] Contains 'Test'" and "OR [Created Date] >= #07/01/08 12:00:00 AM#". To the right of the text box is an "Edit..." button. At the bottom of the dialog, there are four buttons: "<< Back", "Next >>", "Finish", and "Cancel".

Custom Reports Wizard

Specify Report Criteria
The following list shows the criteria for the custom report. Click Edit to specify the criteria to filter report data (Optional).
Click Next to proceed.

Report Name: Site Collection Administrators

Criteria:

[Web Application] Contains 'Test'
OR [Created Date] >= #07/01/08 12:00:00 AM#

Edit...

<< Back Next >> Finish Cancel

Click **Next** to proceed to the next step.

CHAPTER-5-Custom Reports

Step 4: Report Summary

This step displays the summary information for the selected report.

The screenshot shows a Windows-style dialog box titled "Custom Reports Wizard - Custom Site Admin". Inside, there's a section titled "Report Summary" with a green checkmark icon. Below the title, a message states: "The following table shows the summary details of the custom report. Click Finish to save the report settings." There are two text input fields: "Custom Report Name:" containing "Custom Site Admin" and "Report Description:" containing "This report retrieves site collection administrators". Below these is a "Details:" section containing a table with three parts: "Source Report Name" (Site Collection Administrators), "Selected Fields" (a list of fields: Admin Login Name, Admin E-Mail, Site Collection URL, Created Date, Admin Type, Admin Name, Web Application), and "Criteria" (an empty row). At the bottom right are four buttons: "<< Back", "Next >>", "Finish", and "Cancel".

Source Report Name
Site Collection Administrators

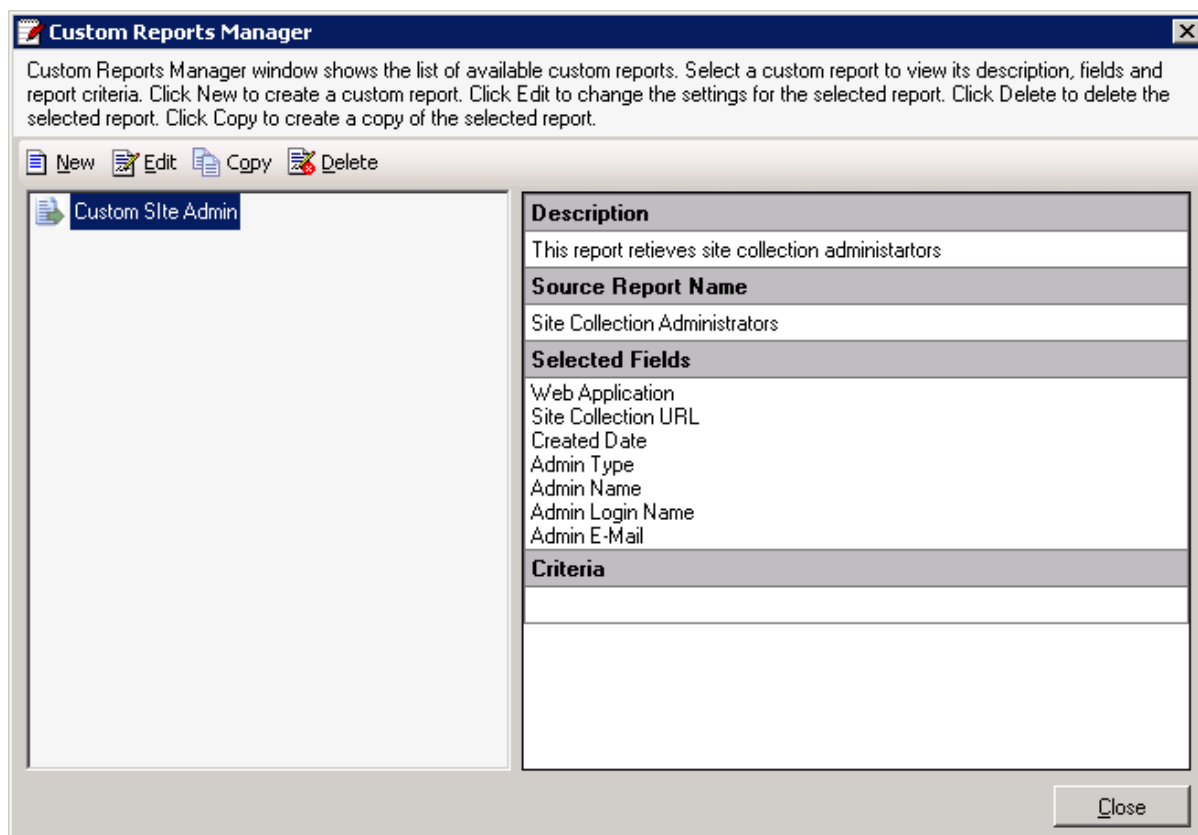
Selected Fields
Admin Login Name
Admin E-Mail
Site Collection URL
Created Date
Admin Type
Admin Name
Web Application

Criteria

- 1) **Specify** unique name and description for the custom report.
- 2) Click **Finish** to save the new report and close the custom reports wizard.

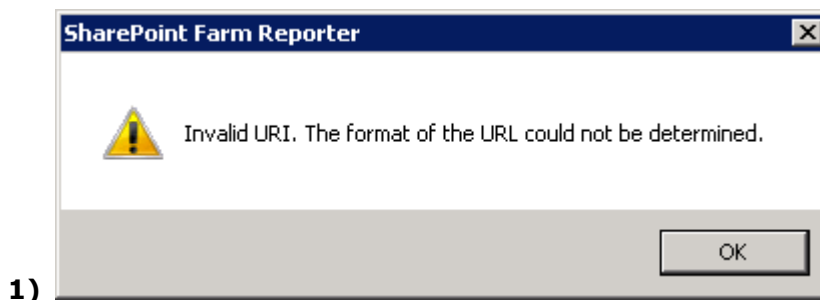
CHAPTER-5-Custom Reports

You can view the newly created custom report and its settings in **Custom Reports Manager** window as shown below:



6 References

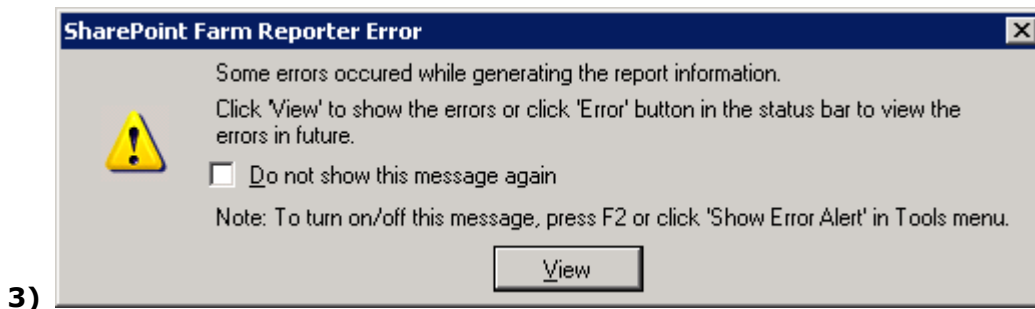
6.1 Alert Messages



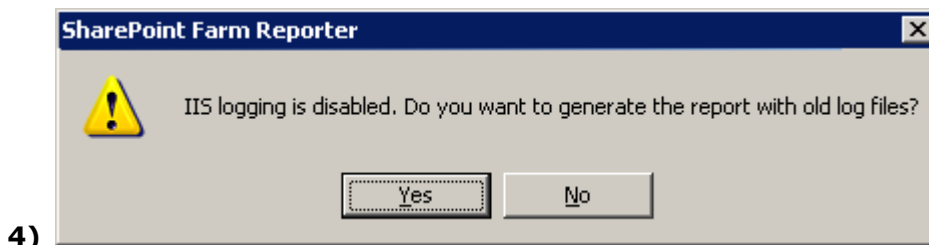
- a) Check the URL format (e.g., `http://server name:port number/sitename`)
- b) Check the server instance.
- c) Spell check the URL



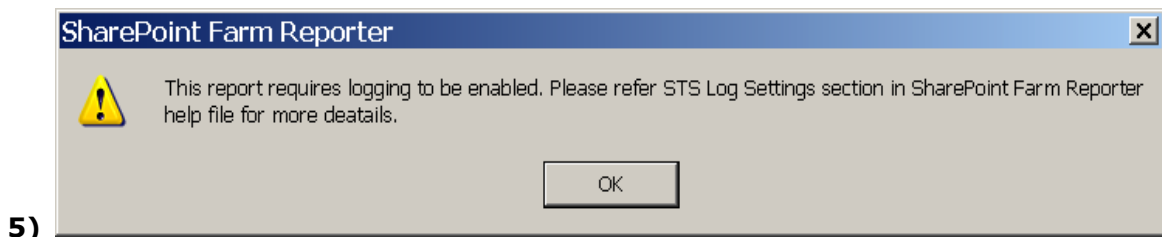
SharePoint Farm Reporter shows the above alert, if the currently logged on user does not have sufficient permissions to retrieve the site or list information in SharePoint. Please ensure the currently logged on user has 'View Pages', 'Browse Directories' and 'Manage Lists' rights in the connected site.



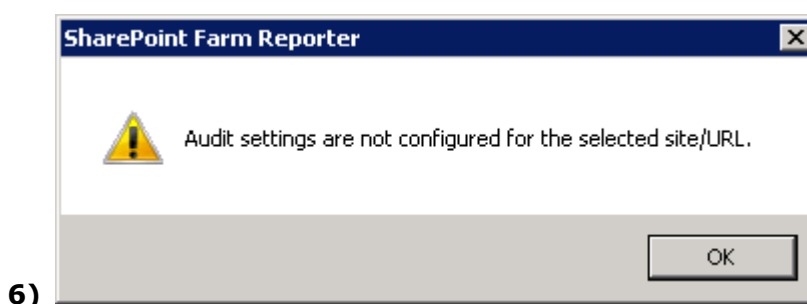
SharePoint Farm Reporter shows the above alert when it encounters any errors while generating a report. Click **View** button to view the errors and the possible resolution. Check 'Do not show this message again' checkbox to turn-off the alert. You can turn-on the alert messages again from the Tools menu. You may also view the errors in a report by clicking on the 'Error' button in the bottom status bar of SharePoint Farm Reporter application.



While generating the 'Page Visits', 'List Visits' and 'Last Deleted Items' reports the above alert window will appear when the logging is disabled in IIS.

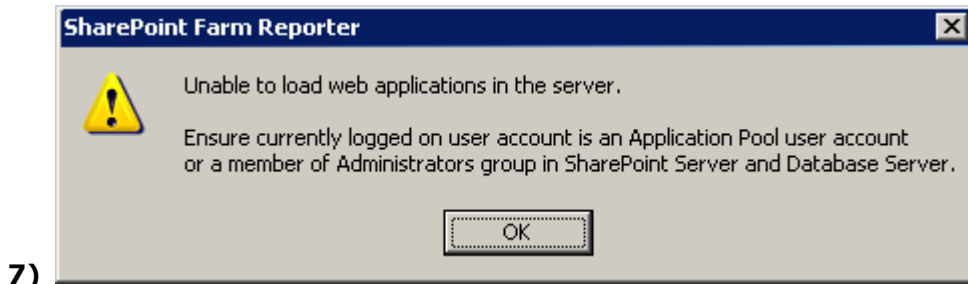


'Page Hits', 'Site Hits Summary', 'Site Visitors' and 'List Hits' reports requires STS logging to be enabled to generate the report. Enable the "Enable Logging" and "Enable usage analysis processing" options in the "Usage Analysis Processing" section in the SharePoint Central Administration.



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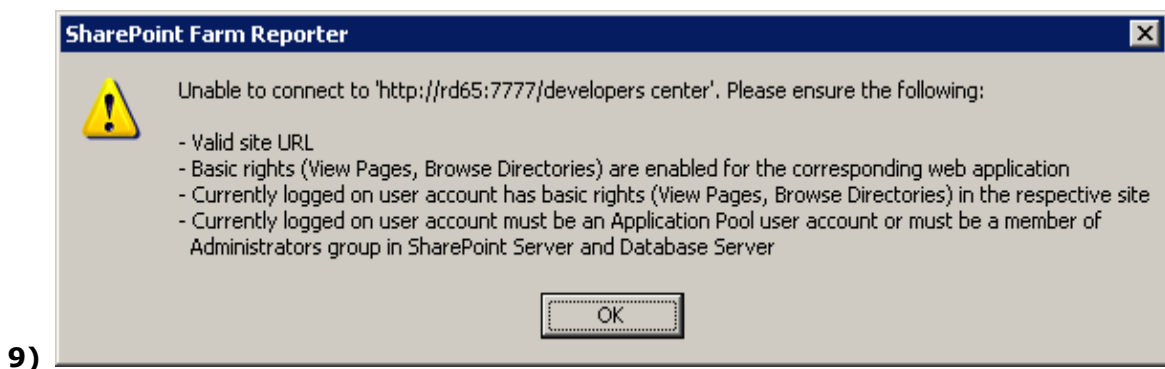
SharePoint Farm Reporter shows the above alert when the audit settings are not configured for the selected site/URL.



SharePoint Farm Reporter shows the above alert, if the currently logged on user does not have sufficient permissions to retrieve the web applications information in SharePoint. The currently logged on user must be an application pool identity account or must be a member of local Administrators group in the SharePoint server and database server.

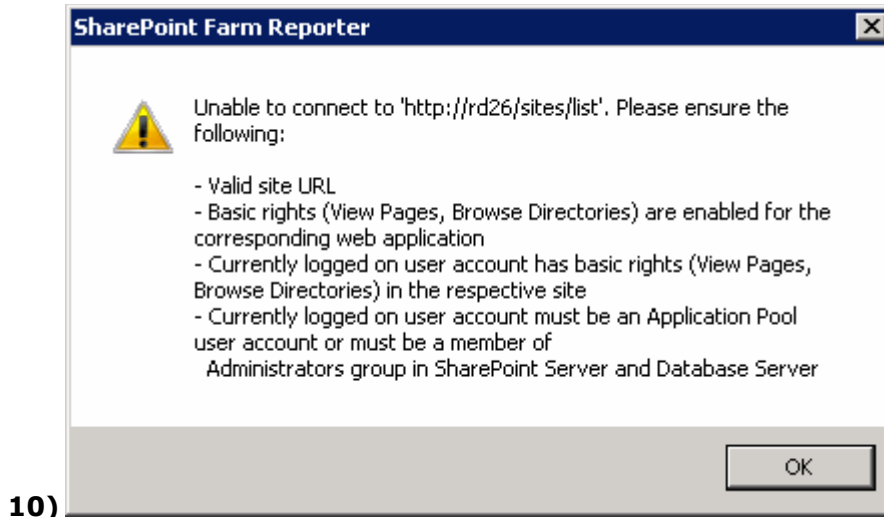


If the web application URL is valid, please ensure the currently logged on user has sufficient rights to access the web application. The currently logged on user must be an application pool identity account or must be a member of local Administrators group in the SharePoint server and database server.

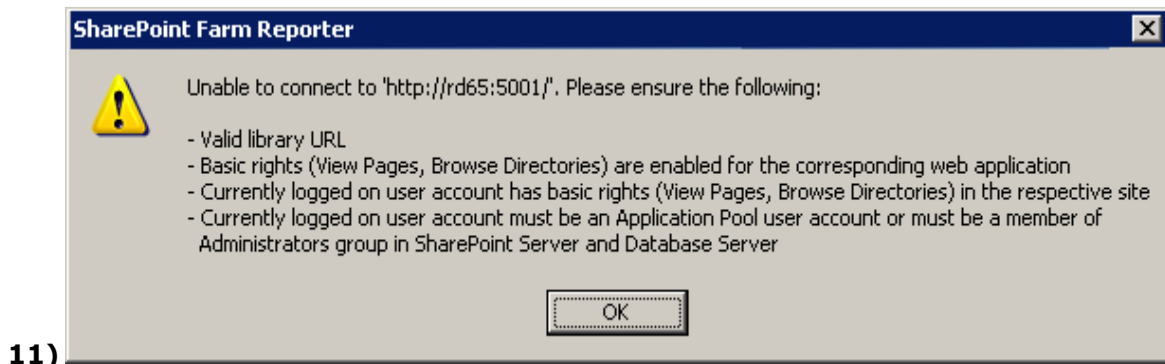


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If the site URL is valid, please ensure the currently logged on user has 'View Pages' and 'Browse Directories' rights in the respective site. Also, the currently logged on user must be an application pool identity account or must be a member of local Administrators group in the SharePoint server and database server.



If the list URL is valid, please ensure the currently logged on user has 'View Pages' and 'Browse Directories' rights in the respective site where the list resides. Also, the currently logged on user must be an application pool identity account or must be a member of local Administrators group in the SharePoint server and database server.



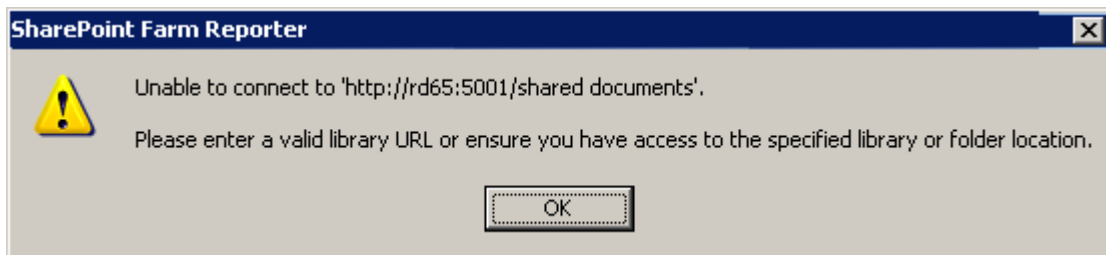
If the list URL is valid, please ensure the currently logged on user has 'View Pages' and 'Browse Directories' rights in the respective site where the list resides. Also, the currently logged on user must be an application pool identity account or must be a member of local Administrators group in the SharePoint server and database server.

12)



It is preferable to run SharePoint Farm Reporter using an application pool identity account or a user account that is a member of local Administrators group in the SharePoint server and database server.

13)



SharePoint Farm Reporter shows this alert when the user tries to publish the report to a SharePoint library. Please ensure the library URL is valid and the user account has access to the document library and the folder location where the report is to be published.

6.2 Troubleshooting

Troubleshoot a Problem

While using, SharePoint Farm Reporter if and when a problem arises, please forward the following information to support@vyapin.com to revert back to you with a solution.

- 1) **Version of SharePoint Farm Reporter** you are evaluating or you have registered with us (version information could be found in "About" screen and in "Help")
- 2) Additional services or resource consuming processes/applications (like anti-virus, indexing) running in the background on the computer where SharePoint Farm Reporter is installed.
- 3) **Hardware configuration** of SharePoint Farm Reporter installed computer.
- 4) **'Service Pack'** version of Microsoft SharePoint Server 2010 / Windows OS running currently.
- 5) Send us the "Error Log" (**SharePointFarmReporterErrorLog.txt**) available in the "<Application Data Folder>\SharePoint Farm Reporter\Log" folder.
(e.g.C:\Users\Public\Documents\SharePointFarmReporter\Log\SharePointFarmReporterErrorLog.txt)
- 6) For Power Reports issues, send also the **SharePointFarmReporterErrorLog.txt** available in the <Application Data Folder>\SharePoint Farm Reporter\Power Reports\<<Task Name>>\<<Date and Time Stamp>> folder.

The <Application Data Folder> is the common location where SharePoint Farm Reporter tasks and task history will be stored in the computer running SharePoint Farm Reporter application. The <Application Data Folder> can be found from **Help -> About** screen. The default path of <Application Data Folder> is as follows:

- Windows 2003 - C:\Documents and Settings\All Users\Shared Documents
- Windows 2008 - C:\Users\Public\Documents

6.3 Technical Support

Technical support is available through e-mail.

Send your questions to support@vyapin.com.

We make every effort to respond to your request on the same day you send in your e-mail.

Please allow up to 24 hours for our technical support team to revert back to you.

6.4 How to Uninstall SharePoint Farm Reporter?

When you create Power Report tasks in SharePoint Farm Reporter, the application creates Windows Scheduled Tasks (to run the Power Report tasks at the specified time interval) where SharePoint Farm Reporter is installed. While running the Quick Reports or Power Report task, SharePoint Farm Reporter creates SharePoint Farm Reporter Settings folder to store the application settings, Log folder to store error log file, Export folder for exported reports, Power Reports folder for Power Reports task related information, **SQL Server** database for data storage.

When you uninstall SharePoint Farm Reporter through Control Panel - Add / Remove Programs applet, Windows Installer program will remove only the application files from your machine. But, the application related files created by SharePoint Farm Reporter remain in the computer. In order to remove SharePoint Farm Reporter worker files completely, the uninstall wizard provides a set of cleanup options to perform the cleanup operation based your selection.

Use this wizard to cleanup the files that are created by SharePoint Farm Reporter application selectively and uninstall SharePoint Farm Reporter completely from the machine.

- 1) Launch the uninstall wizard by clicking *Start -> Programs -> SharePoint Farm Reporter->SharePoint Farm Reporter Uninstall Wizard.*

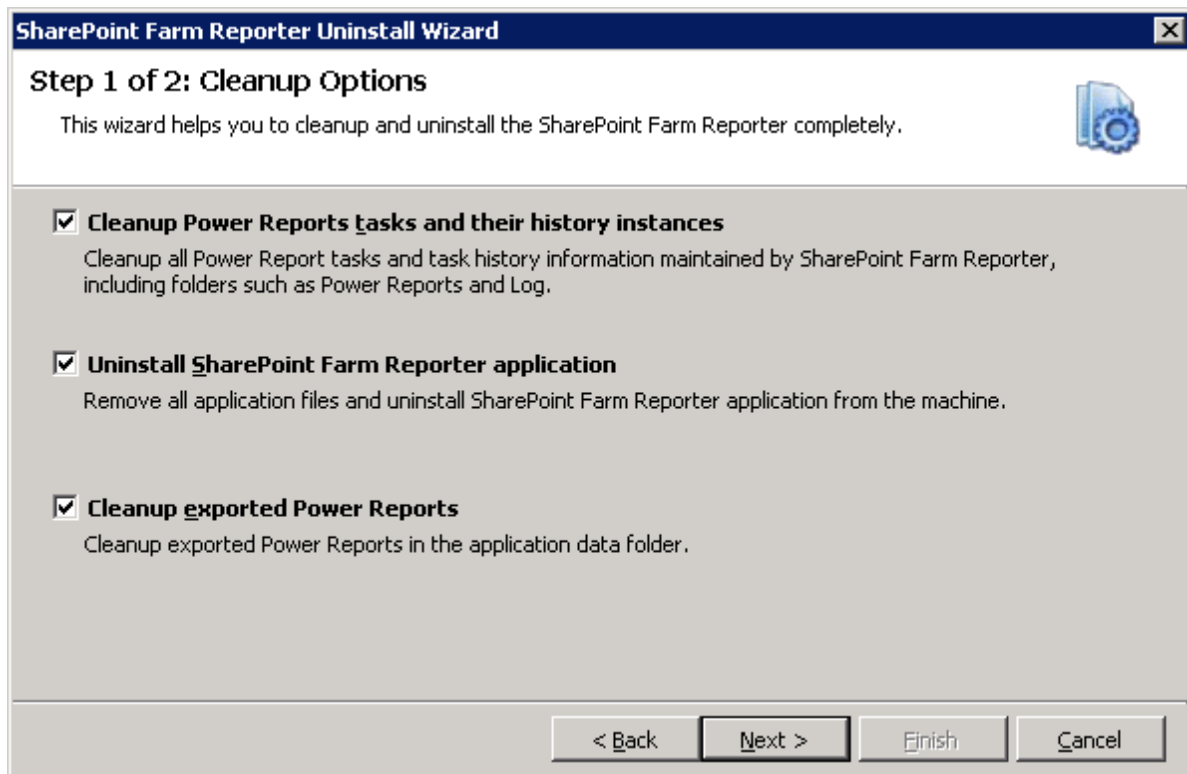
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The **SharePoint Farm Reporter Uninstall Wizard** dialog will be shown as below:



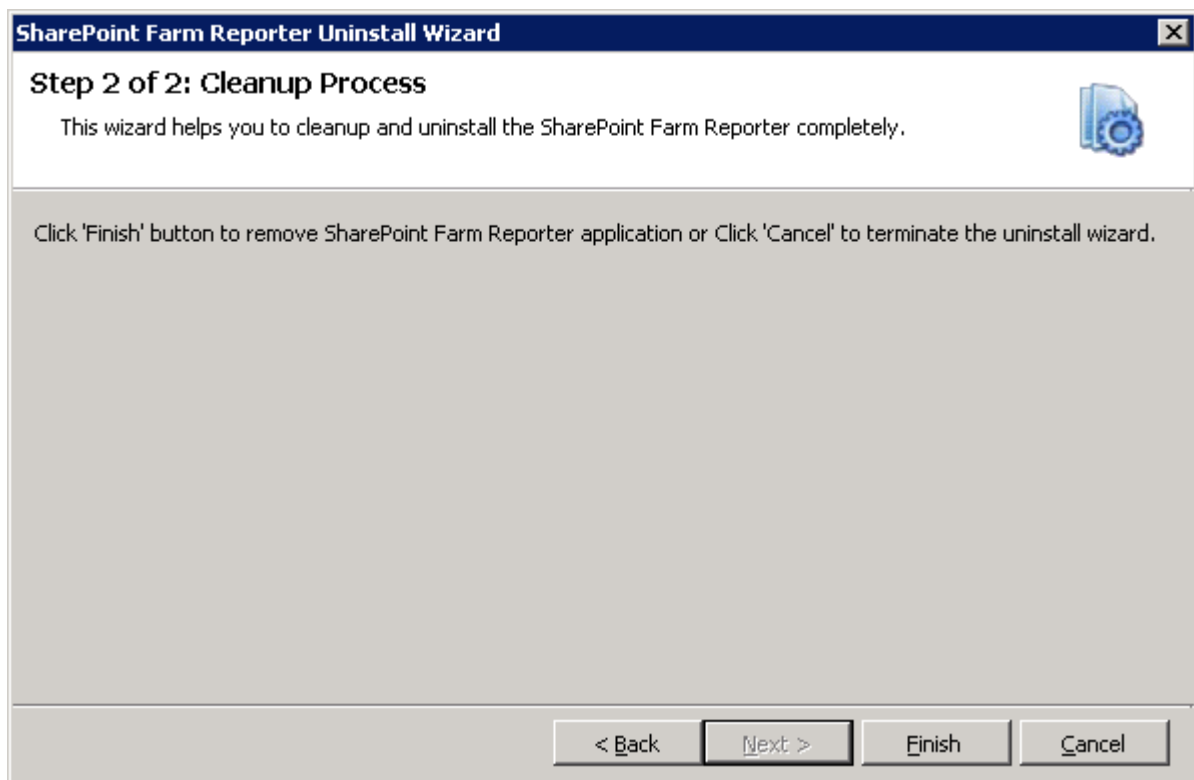
Click **Next** to proceed.

2) Select required **cleanup options** as shown below:



Click **Next** to proceed.

- 3) Confirm the **cleanup** and/or **uninstall** process.



Click **Finish** to run cleanup and/or uninstall process. Click **Cancel** to close the wizard.

- 4) Once the file clean-up process is complete, the uninstall wizard will automatically run Windows Installer applet to remove SharePoint Farm Reporter's application related files from the computer, if you have selected the option **Uninstall SharePoint Farm Reporter application** in the wizard.

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